



Scott Walker  
Governor

1 WEST WILSON STREET  
P O BOX 2659  
MADISON WI 53701-2659

Kitty Rhoades  
Secretary

State of Wisconsin

608-266-1251

FAX: 608-267-2832

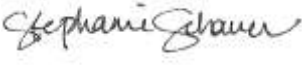
TTY: 888-701-1253

dhs.wisconsin.gov

Department of Health Services

Date: August 2015

To: Public and Private School Principals  
School Nurses

From: Stephanie Schauer, Ph.D.   
Interim Program Manager  
Wisconsin Immunization Program

Subject: Changes to the Annual Immunization Assessment

Enclosed are the materials you will need for the 2015-2016 school year immunization law assessment. It is important that you read through this carefully, as the reporting requirements have changed.

Individual student information for those out of compliance with the school immunization laws should **not** be reported to the local health department or to the District Attorney without specific written parental consent for the reporting. (Note: DPH does not have this parental consent release form. If your school or district wishes to report to either of these entities, please consult with your own legal counsel regarding proper consent). These changes to the reporting requirements ensure that schools remain in compliance with the Federal Educational Rights and Privacy Act (FERPA). As a result of these changes, follow-up with students who are out of compliance and enforcement of the school immunization laws should be done by the individual school or school district.

Therefore, F-04002 of the School Report to the Local Health Department (formerly part A of F-04002), should be submitted directly to the local health department, as this contains only summary data. Form F-01580 (which was formerly Part B of F-04002) should be completed and retained with the school nurse, but should **not** be submitted to the local health department without parent consent. As such, it will still fulfill the obligations outlined in Wis. Admin. Code § DHS 144.07(6) and will be useful in the event of a vaccine-preventable disease outbreak. Please note that in the event of an outbreak, the release of specific, relevant student information to the local health department for the purpose of preventing further disease is still required, per Wis. Admin. Code § DHS 144.07(9).

In addition, the School Report to the District Attorney (F-44212) is no longer in use and has been removed from the school booklet. Individual student information for children who are out of compliance should **not** be sent to the District Attorney.

Many of the forms and letters used in the process of ensuring children are up-to-date and in compliance with the school immunization law have been changed to reflect this

new policy; versions of the forms from previous years should not be used. A blank copy of the School Report to Local Health Department form, as well as other forms found in this booklet, can be downloaded from our web site at: <https://www.dhs.wisconsin.gov/immunization/reqs.htm>. Please be sure to include the school ID number found on the mailing label of this booklet on your School Report to the Local Health Department form.

We understand that the collaboration among schools, local health departments and district attorneys has been important to ensure children receive all the required vaccinations and are protected. Despite these changes, there are other ways in which this assurance role can still take place and we encourage you to contact your local health department or nearest Regional Immunization Program Advisor listed below with questions or concerns.

Schools may send the Legal Notice and Notice of Exclusion the same way notices are sent for other significant actions such as expulsions or suspensions. At a minimum, the notice should be in writing and a record kept of it being sent, both of which are possible with email.

The Wisconsin Immunization Registry (WIR) is available to assist you in locating immunization records of noncompliant students. Schools using the WIR have the ability to add immunizations, share data, better track children not meeting immunization requirements and generate reports that are required by the state. If you need additional information or help with the WIR, please contact the WIR Helpdesk at 608-266-9691.

We request that you annually review all student immunization waivers for accuracy. Waivers should be removed when the student's immunizations are up to date for their grade and the student's immunization status is "meets minimum" (e.g., when the required vaccines have been received). This annual review improves the accuracy of each student's status in case of a disease outbreak, simplifies the final school report and improves the accuracy of statewide waiver rates.

Elementary school principals are reminded to provide the enclosed "Fact Sheet for Parents, Tdap Requirements for Middle and High School Students" to parents of children who are currently in the 5<sup>th</sup> grade. The fact sheet alerts parents of the Tdap requirement for students who will be entering the 6<sup>th</sup> grade in the fall of the 2016-17 school year.

Schools should also be aware that local health departments can no longer administer state supplied vaccine to children that have private health insurance that includes coverage for immunizations. Schools are asked to encourage parents to check their health insurance policies to determine if it covers immunizations and those that have coverage for immunizations should seek those services from their physician or clinic. (Note: If some but not all immunizations are covered, then the child may receive immunizations not covered by their health insurance at the local health department).

Please forward this booklet to the appropriate staff to ensure that reporting deadlines can be met, as this booklet contains all the materials needed to complete this year's assessment.

**Eau Claire**

Jim Zanto  
james.zanto@wisconsin.gov  
715-836-2499

**Green Bay**

Susan Nelson  
susanl.nelson@wisconsin.gov  
920-448-5231

**Madison**

Wilmot Valhmu  
wilmot.valhmu@wisconsin.gov  
608-266-0008

**Milwaukee**

Cathy Edwards  
cathy.edwards@wisconsin.gov  
414-227-3995

**Milwaukee**

Jacqueline Sills-Ware  
jacqueline.sillsware@wisconsin.gov  
414-227-4876

**Rhineland**

Jane Dunbar  
jane.dunbar@wisconsin.gov  
715-365-2709

Thank you for your continued cooperation.

cc: School Superintendents, DPI School Health Services, Local Health Departments,  
Regional Office Directors, Nursing Consultants, and Immunization Program Advisors