

School Administrator Checklist



Use the following checklist to keep track of deadlines and keep your school in compliance with the school law. Fill the blank box next to each deadline with the corresponding date for your school year. Day one starts with the first day of the new school year.

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Day 1-14

1st Step Decide if one of the following is true:

- The school is a [public school](#) and the school district's compliance level from the previous school year was less than 99%.
- The school is a [private school](#) and the school's compliance level from the last school year was less than 99%.

2nd Step If either option is true, you will need to exclude noncompliant students in Kindergarten–5th Grades. Meaning, those students may not attend school for a maximum of 10 days.

3rd Step Assess compliance for all students.

- Request information from parents, or use the [Wisconsin Immunization Registry](#) (WIR) to look up student records. Your school nurse has access to the WIR.
- Pay special attention to:
 - New students.
 - Students entering grades with new requirements (e.g., Kindergarten and 7th grade).
 - Students who were noncompliant or in process last year.

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Day 15 Send out the [Notification Letter](#) and the [Student Immunization Record \(F-04020I\)](#) to the parents of students who are behind schedule or have no record.

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Day 25 Send out the [Notification Letter](#) and [Notice of Exclusion \(P-44545\)](#) to the parents of students who are behind schedule or have no record.

Note: The exclusion date would be the 31st school day from the beginning of admission to school, and that date should be inserted on the Notice of Exclusion.

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Day 30 First Deadline: Exclusion. Exclude all noncompliant students in Kindergarten through Grade 5.
Optional: Exclusion of students in Grades 6–12 and for schools that met the 99% compliance level in the previous year.

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Day 40 The public health report is due. School reports to local health department and starts a noncompliance roster.

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Day 90 Second Deadline: Add noncompliant students to the noncompliance Roster.
Optional: Send reminder letter to students who are in-process or noncompliant.

Refer to the [Immunization School Booklet](#) for more details and links to in-process or noncompliant sample letters about the school process. If you have any questions, contact your local [health department](#).

