# Superintendent’s Memo #270-20

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: October 13, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Student Immunization Status Report Instructions

The Virginia Department of Education (VDOE) in partnership with the Virginia Department of Health (VDH), Office of Epidemiology, Division of Immunization, would like to remind school divisions that kindergarten and seventh-grade student immunization data must be collected from each Virginia public school for the school year 2020-2021.

The Virginia Board of Health, *Regulations for the Immunization of School Children*

(12 VAC 5-110-90.F) require that each admitting official shall, within 30 days of the beginning of each school year or entrance of a student, or by **October 15** of each school year, file with the State Health Department through the health department for his locality, a report summarizing the immunization status of the students in his school as of the first day of school.

This report shall be filed using the web-enabled reporting system, [Student Immunization Status Report (SIS)](https://apps.vdh.virginia.gov/sis/login.aspx). Detailed instructions are available in the system once the user has logged on.

This report shall contain the:

* number of students admitted to that school with documentary proof of immunization;
* number of students admitted with a medical or religious exemption; and
* number of students who have been conditionally admitted.

The passwords for the upcoming school year are not case sensitive and are indicated below:

* Public Schools:**pub\*2020**
* Private Schools: **pvt\*2020**

Please have the principal of each school that enrolls kindergarten and seventh-grade students complete the status report on or before October 15, 2020.

Should you have questions, contact Erica Henley, Immunization Data Manager, Virginia Department of Health, by telephone at (804) 864-8055, or by email at [Erica.Henley@vdh.virginia.gov](mailto:Erica.Henley@vdh.virginia.gov), or Tracy White, School Health Specialist, Virginia Department of Education, by telephone at (804) 786-8671, or by email at [Tracy.White@doe.virginia.gov](mailto:Tracy.White@doe.virginia.gov).

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