



**COMMONWEALTH of VIRGINIA
Department of Education**

August 26, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Student Immunization Status Report Instructions

The Virginia Department of Education has been asked by the Virginia Department of Health (VDH), Office of Epidemiology, Division of Immunization, to remind school divisions that kindergarten and sixth-grade student immunization data must be collected from each Virginia public school for the school year 2016-2017.

The Virginia Board of Health *Regulations for the Immunization of School Children* (12 VAC 5-110-90.F) require the following:

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 or on the most current version of Form SIS, the Student Immunization Status Report, and shall contain the number of students admitted to that school with documentary proof of immunization, the number of students who have been admitted with a medical or religious exemption and the number of students who have been conditionally admitted.

To complete the report, it is requested that all schools use the electronic Web-based reporting system, accessed by clicking on the following link: <https://apps.vdh.virginia.gov/SIS/login.aspx>. Detailed instructions are available in the system once the user has logged on. The password for public schools is: pub*2016.

Administrators may access data entered by schools and run reports to identify schools that have not reported for the current year. The link to this Web site and to instructions for obtaining data is:
<http://www.vdh.virginia.gov/immunization/datamanagement/sisreports/>

Please have the principal of each school that enrolls kindergarten and sixth-grade students complete the status report on or before October 15, 2016. Should you have questions, please contact Dr. Sandra Sommer, division epidemiologist, at (804) 864-8055, or by e-mail at Sandra.Sommer@vdh.virginia.gov, or Amy Edwards, medicaid specialist, at (804) 692-0150, or by e-mail at Amy.edwards@doe.virginia.gov.

SRS/ABE