



#263-21

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #263-21

DATE: September 10, 2021
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, seventh, and twelfth-grade students' immunization data must be collected from each Virginia public school for the school year 2021-2022. Please note that twelfth-grade immunization data reporting is new this year.

The Virginia Board of Health, *Regulations for the Immunization of School Children* (12 VAC 5-110-90.F), requires 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 should be filed using the web-enabled reporting system, [Student Immunization Status Report](#) (SIS). Detailed instructions are available in the system once the user has logged on. This report should contain:

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

The passwords to access the SIS Report for the upcoming school year are indicated below and are not case sensitive:

- Public Schools: pub*2021
- Private Schools: pvt*2021

Please have the principal of each school that enrolls kindergarten, seventh, and twelfth-grade students complete the status report on or before October 15, 2021.

For more information

For additional information, 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, 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.

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