



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Child Care Immunization Quick-look Toolkit



March 2025

Dear Child Care, Preschool, or Head Start staff,

The Arizona Department of Health Services (ADHS) Bureau of Immunization Services is pleased to provide this toolkit for your use. This is intended to be a quick-look toolkit that can be used to help complete essential tasks. Within this kit, you will find:

- [Obtaining a child's immunization records](#)
- [How to enroll in our online registry "Arizona State Immunization Information System" \(ASIIS\)](#)
- Filling out and understanding forms associated with immunizations such as:
 - [Detailed information about requirements and scenarios](#)
 - [Reading a child's record](#)
 - [Screening and Referral form](#)
 - [Exemption forms](#)
 - [Where to store a child's record](#)
- [Tips on how to complete the annual Immunization Data Report \(IDR\)](#)

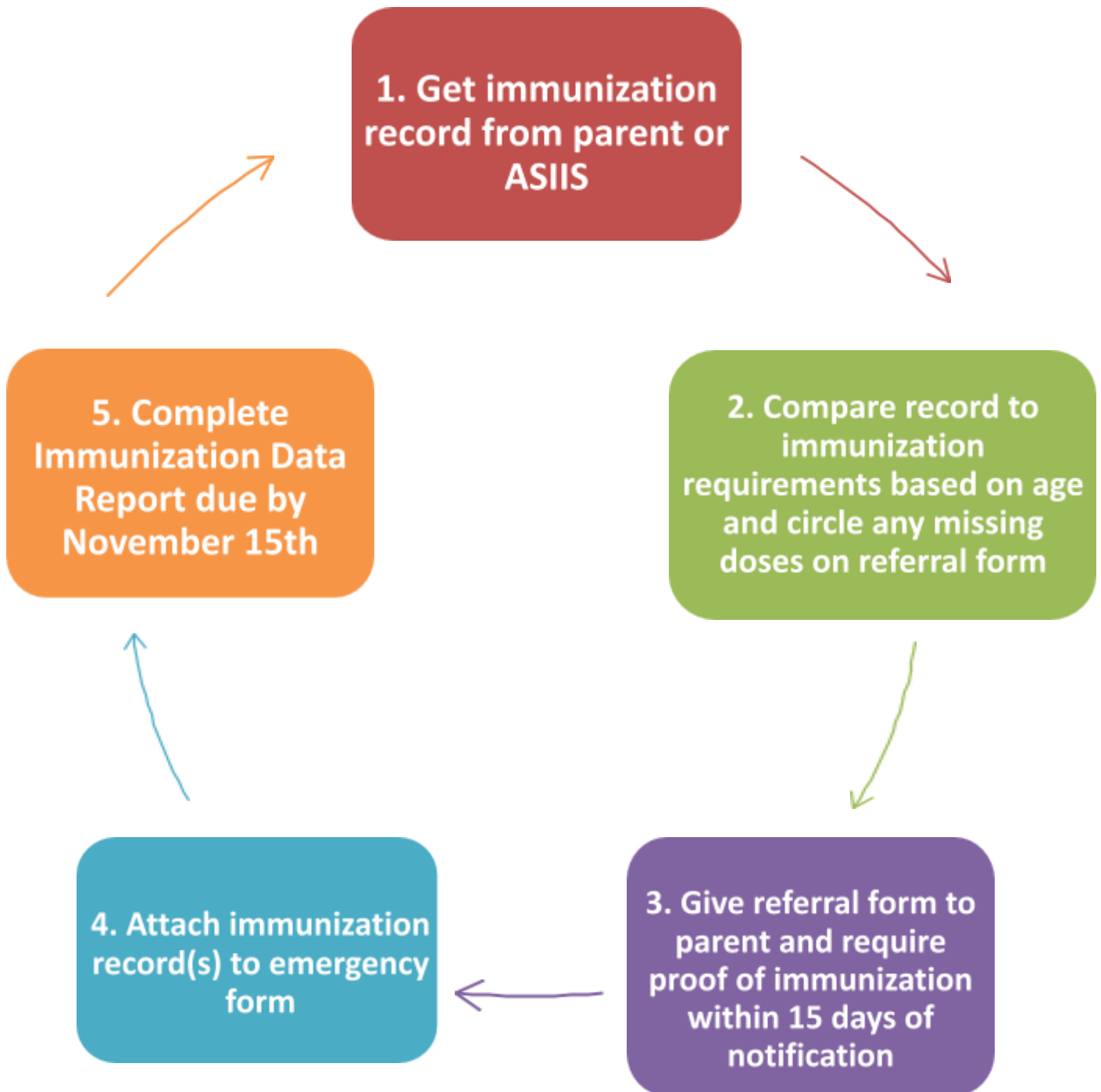
For more detailed information, please refer to our [Arizona Immunization Handbook for Schools and Child Care Programs](#), the [Vaccine Flowchart Resource](#), and the [Arizona Guides to Immunizations Required for Entry](#). You may also [visit the Immunization Program website](#) for educational materials and school-related documentation.

Thank you,

ADHS Bureau of Immunization Services



Child Care Immunization Record Review Flowchart





Obtaining the Student's Immunization Record

- Ask the parent/guardian for the child's immunization record(s) at the time of enrollment. This record may come from the child's healthcare provider or may be a printed copy of the child's ASIIS record from the Bureau of Immunization Services.
- Enroll in [ASIIS, the Arizona State Immunization Information System](#), so that you can look up the immunization records of your students. Select the View Only Access option.

AZ State Immunization Information System- ASIIS

For Schools & Childcare

It's As Easy As 1,2,3



Free To Enroll

Go to www.azdhs.gov/phs/asiis/enrollment.htm

Call 602-364-3899 or
toll-free 877-491-5741

Sign up today ASIISHelpDesk@azdhs.gov



Easy To Use

Web-based application

Stores childhood immunization
information (since 1998)

Help Desk available and FAQ
@ www.azdhs.gov/phs/asiis/faqs.htm



Benefits To You

Look up children's / student's
immunization records

Print official immunization
records for your files

Retrieve important immunization
information during outbreaks





ARIZONA DEPARTMENT
OF HEALTH SERVICES



The Arizona Partnership
for Immunization

WhyImmunize.org



Requirements

EXAMPLE:

- George is 3 years old and entering an Arizona preschool. The preschool director checked his immunization record and compared it to the [requirements](#) for children 18 months and older.

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY (Child Care, Preschool, or Head Start (School year 2024-2025))



- Requirements are shown below as stated in [Arizona Administrative Code, R9-6-702](#), Table 7.1 and Table 7.2
- Please review the [Arizona Immunization Handbook for Schools and Child Care Programs](#) along with the [Vaccine Catch-Up Flowcharts & FAQs](#) for further information and details about immunization requirements and exemptions.
- Vaccines must follow ACIP minimum intervals and ages to be valid. See pages 2-3 for minimum interval and catch-up schedule information.
- The 4-day grace period only applies to vaccine-administration minimum age and interval. Refer to the Handbook for questions.

Vaccine	2-3 months	4-5 months	6-11 months	12-14 months	15-17 months	18 months – 59 months
HepB Hepatitis B	1 dose (May get dose 1 at birth and dose 2 as early as 1 month of age)	2 doses	2 doses (May receive dose 3 as early as 6 months)	3 doses (Final dose must be given at 24 weeks of age or older)	3 doses	3 documented doses (Final dose must be given at 24 weeks of age or older)
DTaP Diphtheria, Tetanus, and Pertussis	1 dose	2 doses	3 doses	3 doses	4 doses	4 documented doses
Hib <i>Haemophilus influenzae</i> type b	1 dose	2 doses	2-3 doses	2-3 doses (A Hib dose at/after 12 months is required for all children under 5 years)	3-4 doses (or 1 dose at or after 15 months of age)	3-4 documented doses OR 1 dose at or after 15 months of age
Polio IPV	1 dose	2 doses	2 doses	3 doses	3 doses	3 documented doses
MMR Measles, Mumps and Rubella	Not given before 12 months of age, unless traveling <ul style="list-style-type: none"> Infants under 12 months old who are traveling: May get an early dose at 6 through 11 months; must follow the recommended schedule and get an additional dose at 12 through 15 months 			1 dose	1 dose	1 documented dose
VAR Varicella (chickenpox)	Not given before 12 months of age			1 dose	1 dose	1 documented dose
HepA Hepatitis A	Not given before 12 months of age The Hepatitis A vaccine series (2 doses) is REQUIRED in Maricopa County for children 1-5 years of age but is recommended in all other counties.			1 dose	1 dose	2 documented doses

[Bureau of Immunization Services](#)

(602)-364-3630

Last Reviewed: July 2024

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Select [English](#) or [Spanish](#) to access the *Arizona Guide to Immunizations Required for Entry: Child Care & Preschool*. To see requirements for children in grades K-12 [click here](#).



Review Record and Refer for Missing Doses


- According to his record, George is missing DTaP #4 and Hib #4. These are both required for entry into child care/preschool in Arizona.
- The director circles the missing doses on the Immunization Screening and Referral Form for Child Care. They also notice that the child is missing their yearly flu vaccine, which they circle as a **recommended** vaccine(s).

Required Vaccine	Dose Missing			
DTaP/DTP/DT (Diphtheria, Tetanus, Pertussis)	1	2	3	4
Hib (haemophilus influenza type b)	1	2	3	4
IPV (Polio)	1	2	3	
MMR (Measles, Mumps, Rubella)	1			
Hepatitis B	1	2	3	4
Varicella (Chickenpox)	1			
Hepatitis A *	1	2		
CDC Recommended Vaccine**	Dose Missing			
Hepatitis A*	1	2		
Rotavirus	1	2	3	
Seasonal Influenza (Flu)	1			
Pneumococcal (PCV__)	1	2	3	4



Immunization Screening and Referral Form

- The director completes the screening and referral form and gives it to George's parents.
- George's parents have 15 days from the notification date to bring his up-to-date immunization record to the preschool, in order for him to continue attending.



Immunization Screening and Referral Form for Child Care and Preschool

Our records show that your child has not received all immunizations required for child care/preschool attendance by Arizona State Law ([Arizona Administrative Code R9-5-305](#)). The immunization doses due now are circled or highlighted.

Student Name: _____ Date of Birth: _____

School/Facility Name: _____ Date of Notice: _____

School/Facility Contact Person: _____ Phone Number: _____

In accordance with Arizona State Law, students in school or child care must have proof of all required immunizations in order to attend. Lack of proper documentation may result in your child being excluded from school or child care until such documentation is provided to your school health office. Your child's immunization record with the below missing immunization(s) must be submitted:

By this Date: _____ (15 days from notification date)

1. If your child has already received the necessary immunization(s), bring his or her immunization record to the school or child care facility. The record must show the child's name, date of birth, the date that all doses were received, and the name of the physician or health agency who administered the vaccine.
2. If your child has not received the necessary immunizations, **take your child's immunization record and this form to your physician, local health department, or other vaccine provider to get required immunization(s) and/or records. Then bring this form and the updated record back to the school or child care facility.**

School/Child Care Staff: Please Circle or Highlight the Missing Required Dose(s) for the Corresponding Required Vaccine(s).

Required Vaccine	Dose Missing			
DTPaP/DTP/DT (Diphtheria, Tetanus, Pertussis)	1	2	3	4
Hib (Haemophilus Influenza type b)	1	2	3	*
IPV (Polio)	1	2	3	
MMR (Measles, Mumps, Rubella)	1			
Hepatitis B	1	2	3	4*
Varicella (Chickenpox)	1			
Hepatitis A*	1	2		
CDC Recommended Vaccines**	Dose Missing			
Hepatitis A*	1	2		
Rotavirus	1	2	3	
Seasonal Influenza (Flu)	1			
Pneumococcal	1	2	3	4

* Hepatitis A vaccination is only a **requirement** for child care entry in Maricopa county; however, it is a **recommended** vaccine for children in ALL counties, for children 12 months and older.

** CDC: Center for Disease Control and Prevention through the Advisory Committee on Immunization Practices (ACIP) recommends routine vaccinations to prevent vaccine-preventable diseases. While most vaccinations are required by the State of Arizona for school/child care entry, there are other **recommended immunizations** your child may need.

* Exceptions exist for these particular doses- see the Arizona child care and preschool immunizations requirements for details and guidance: [ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY CHILD CARE \(School year 2023-2024\)](#)

[Bureau of Immunization Services](#): (602)-364-3630 Reviewed July 2024

Click the link to access the Screening & Referral Form Child Care and Preschool in [English](#) or [Spanish](#).



Exemptions FAQs

What if the parent requests to sign an exemption form instead of bringing in the child's immunization record?


- **ADHS strongly encourages schools and child care providers to promote immunization whenever possible, leaving non-medical exemptions as a *last resort*.** *A.R.S. 15-872 (I)* A school and its employees are immune from civil liability for decisions concerning the admission, readmission, and suspension of a pupil that are based on a good faith implementation of the requirements of this article.
- Tell the parent about the types of exemptions available in child care, preschool, and Head Start programs as needed:
 - Religious exemptions are available for Preschool and Child Care children whose parents are raising their child in a religion that opposes immunization.
 - Medical exemptions are available for children whose physician or nurse practitioner determines that there are medical reasons why the child should not be vaccinated.
- The most current form on the ADHS website is the only acceptable version of the exemption form for parents of child care or preschool children who state that vaccination is against their religious beliefs. **Parents may not create their own exemption form or alter the ADHS exemption form in any way.** The parent is to complete all areas of the form, sign the form, and provide it to the child care, preschool, or Head Start facility.
- If a parent states there is a medical reason why their child cannot be vaccinated, provide the most current version of the ADHS Medical Exemption Form to parents.
- All Medical Exemption Forms **MUST** be signed and completed by the healthcare provider (physician or nurse practitioner) before you accept them from the parent.
- For medical exemptions due to history of disease, lab serology must be attached to the exemption form for measles, rubella, and varicella. For all other disease histories, a physician/nurse practitioner statement of disease history or lab serology is acceptable.

NOTE: The ADHS Personal Beliefs Exemption Form is **ONLY** valid for K-12 students.



Attaching Immunization Records to the Emergency Form

- Attach immunization record(s) and exemption forms to the child's [Emergency Information and Immunization Record Card](#) (EIIRC).
- If an exempt child has received *any* vaccine doses in the past, attach a record of the doses to the EIIRC. This will be very important if there is an outbreak of disease in your center.
- **NOTE:** Immunization status and dates are on the back of the EIIRC.

		CDC/SGHR or name: _____	
Arizona Department of Health Services Bureau of Child Care Licensing Emergency, Information and Immunization Record Card			
Child's Name:		Date Enrolled:	Updated:
Home Address (R, Street, City, State, Zip Code):		Date Disenrolled:	
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female	
Parent or Guardian Name:		Home Address (R, Street, City, State, Zip Code):	
Cell Phone (optional):	Contact Telephone Number:		
Parent or Guardian Name:		Home Address (R, Street, City, State, Zip Code):	
Cell Phone (optional):	Contact Telephone Number:		
I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted: (Pursuant to R9-5-304.B, at least two contact persons are required.)			
Name:		Contact Telephone Number:	
Name:		Contact Telephone Number:	
Name:		Contact Telephone Number:	
Name:		Contact Telephone Number:	
If Medical care is necessary, call:			
Health Care Provider*	Name:	Contact Telephone Number:	
*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.			
In case of injury or sudden illness, I request that this individual be called first:			
The following individual(s) may NOT remove my child from the facility: Name(s):			
Custody papers have been provided and are on file at the facility. <input type="checkbox"/> yes <input type="checkbox"/> no			
Telephone Authorization Code (optional): _____			

Completing the Immunization Data Report (IDR)

- The Immunization Data Report (IDR) is required each year. The application opens in September and must be completed no later than November 15th. It is highly recommended that you start early to allow yourself time to complete your report and ask questions or seek assistance if necessary.
- The IDR application and instructions are posted on the Immunization Program [website](#). Useful tutorial slides can also be found online for [Child Care and Preschool](#) as well as [Kinder and Sixth grade](#).
- To complete the IDR, you will need the immunization and exemption records of all enrolled children who are 18 months through 5 years old and not yet in kindergarten as of the date you submit your IDR. **Programs that ONLY provide before and after school care should not submit an IDR.**