



# Arizona Immunization Handbook

For Schools, Child Care, and Preschool Programs

*School and Child Care  
Immunization Requirements*

June 2025

## Introduction

The [Arizona Department of Health Services \(ADHS\)](#) and the [Bureau of Immunization Services \(BIZS\)](#) appreciate the time and effort the staff of schools and child care centers invest in verifying that all enrolled children are appropriately immunized and for submitting the annual [Immunization Data Report \(IDR\)](#) to ADHS/BIZS.

The *Arizona Immunization Handbook for School and Child Care Programs (Handbook)* is a reference guide for school and child care staff who review and document student immunization records, complete the IDR, and answer questions from parents and guardians about school immunization requirements for children. School, preschool, and child care staff deal with immunizations every day and are expected to know a lot about them; this Handbook will help you.

The Handbook reviews school immunization requirements, staff responsibilities, procedures for evaluating immunization requirements, and reporting obligations. The Handbook can be found on the BIZS [Schools and Child Care Centers - Immunization Requirements & Forms webpage](#) and is supplemented by the Guides for Immunization Requirements ([Child Care](#) & [K-12](#)) and our [Vaccine Catch-up Flowcharts & FAQs](#) resource. Additional job aids and various forms needed to complete immunization activities in the health office can also be found on the BIZS webpage.

Updates to immunization requirements and forms are posted on the BIZS website prior to the start of each school year or with any significant changes. Please check the website for updated materials. While you may want to print the manual and place it in a three-ring binder, we suggest accessing it electronically so that you receive the latest versions of the information, forms, and job aids.

For any questions or comments, please call or contact:

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**Bureau of Immunization Services**  
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## Responsibilities

To protect all children against serious vaccine-preventable diseases (VPDs), Arizona school immunization laws require students to receive immunizations before entry to child care and school. The laws and rules governing school immunization requirements are [Arizona Revised Statutes §15-871- 874](#); and [Arizona Administrative Code, R9-6-701–708](#). Many organizations and individuals have responsibilities for ensuring that children and students in Arizona are immunized. See below for specific responsibilities:

### Parents/Guardians

The definition of a “parent” is “a biological or adoptive parent whose parental rights have not been terminated” as defined in [A.R.S. 25-401](#). A parent is a person generally recognized as having care and decision-making responsibility for the child. Parents, including foster parents, have the responsibility to ensure their child is meeting Arizona school immunization requirements. Parents should keep accurate and up-to-date immunization records for their children. Parents are to submit an up-to-date immunization record or a valid ADHS exemption form to their child’s school, preschool, or child care before the child can attend.

### Healthcare Providers

A physician is defined as a person licensed under [A.R.S. 32](#), Chapter 13, Chapter 17, or Chapter 29. This definition also applies to persons licensed to practice allopathic (MD) or osteopathic (DO) medicine under the laws of another state or country. Per [A.R.S. 15-871](#), the following licensed healthcare providers can administer vaccines in Arizona:

- Medical Doctors (MD), *Chapter 13*
- Doctors of Osteopathy (DO), *Chapter 17*
- Homeopathic Physicians (MD, DO, or MD(H)), *Chapter 29*
- Nurse Practitioners (ARNP) with prescriptive authority, *Chapter 15*
- Pharmacists, *Chapter 18*

Healthcare providers are encouraged to immunize patients according to the most current Centers for Disease Control (CDC) Advisory Committee on Immunization Practices (ACIP) recommended immunization schedules. Healthcare providers are to follow education and documentation requirements as stated in [A.A.C. R9-6-703](#).

The HIPAA Privacy Rule permits providers to disclose proof of required immunizations to a school with the agreement of the parent or guardian. The agreement may be obtained orally or in writing, and need not be signed or contain the other elements required in a formal, written HIPAA authorization. More information about the HIPAA Privacy Rule as it relates to student immunizations can be found at: [Student Immunizations | HHS.gov](#).

### School, Preschool, and Child Care Staff

A school is defined as a public, private, charter, or parochial school that offers instruction at any grade

level through grade 12, or any part thereof. The term school does not apply to day care/child care facilities regulated pursuant to Chapter 7.1.

A Child Care Facility is defined as a licensed child care center, certified child care group home, Head Start or preschool; a program caring for children that is licensed or certified by the [ADHS Child Care Facilities Licensing Division](#).

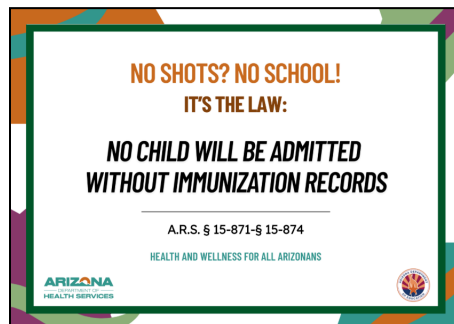
An administrator is defined as the individual or the individual's designee having daily control and supervision of a school or child care facility. This is the person responsible for general enforcement of the law and rules, including exclusions, and submission of the annual Immunization Data Report for the required grades.

Administrators in these facilities have the final responsibility for ensuring immunization compliance. It is the responsibility of the school administrator or child care administrator (or their designee) to ensure that an immunization record- or a valid ADHS exemption form- is maintained for each child enrolled at the school or child care center. The law requires child care facilities and schools to enforce immunization requirements, maintain immunization records for all enrolled children, and submit reports to public health agencies.

It is the duty of the administrator, by law, [A.A.C. R9-6-705](#), to exclude children from school, preschool, or child care if they do not meet immunization requirements. Exclude or exclusion means not allowing a student to attend a school or child care facility based on lack of receipt of an up-to-date immunization record or valid ADHS exemption form.

Administrators may designate other staff to do immunization compliance tasks, such as nurses, health assistants, or administrative personnel. Schools, preschools, and child care should have and follow policies to protect confidential information such as immunization records.

The first key to success is being very clear with parents or guardians that you must enforce the Arizona law and the basic rule of **"No shots? No school!"**. The ADHS "It's The Law" poster is dual-sided in English and Spanish and can be [ordered](#) through the BIZS website.



The following immunization compliance tasks are the responsibility of schools, preschools, and child care:

- Ensure documentary proof of immunization as specified in [R9-6-704](#) (A), Table 7.1 and Table 7.2.
- Ensure documentary proof of immunity as specified in [R9-6-706](#) (D).
- Develop a manual tracking system or use a software system to collect student immunization

information.

- Identify students who are missing required immunizations and contact parents for referral and follow-up.
- Exclude children who do not meet the immunization requirements.
- Identify and keep a list of susceptible students (students with an exemption or missing doses) to use in the event of a disease outbreak.
- Teach staff and parents about the importance of immunizations, in accordance with the scope of practice.
- Follow state immunization laws and school requirements.

### **County/Local Health Departments**

County health departments (also known as local health departments) administer immunizations as well as provide materials about communicable diseases and immunization rules. Public health officials have the responsibility to work with schools, preschools, and child care to prevent and control outbreaks of diseases that vaccines can prevent. They also work with local healthcare providers to improve immunization levels in their communities. In the event of a disease outbreak, the County Health Department Health Officer, Medical Director, or state health department personnel have the authority to exclude children from school, preschool, or child care.

### **Arizona Department of Health Services**

The Bureau of Immunization Services (BIZS) at the Arizona Department of Health Services (ADHS) tracks immunization levels in the state as part of a federal requirement. Clinical staff are available to answer questions about the immunization requirements and are a resource about vaccines and VPDs. The office is responsible for developing guidance and forms for use in schools, preschools, and child care facilities, which can be found on the [ADHS program website](#). Public health staff may review school, preschool, and child care facility immunization records to ensure they comply with state regulations. The BIZS works with state, county, and local agencies, including:

- [Arizona Department of Education](#) (ADE)
- [Arizona Department of Child Safety](#) (DCS)
- [County Health Departments](#)
- [ADHS Child Care Facilities Licensing Division](#)
- Healthcare providers
- Health office staff for schools, preschools, and child care centers

## Vaccine Requirements

School, preschool, and child care staff can help protect children against serious diseases by encouraging full and timely immunizations, and help parents understand that:

- Each child must have documentary proof of immunization or immunity for the required vaccines.
- Immunizing on time gives children the best protection.
- Immunization requirements in schools, preschools, and child care have been shown to increase immunization coverage levels.
- Communicable diseases still exist, and international travel can bring diseases common in other parts of the world to our communities.
- Keeping up-to-date records at home and school/preschool/child care is important.
- Eligible children can get immunizations at no cost through the Vaccines for Children (VFC) program in Arizona. Providers may charge an administration fee, but they must waive the fee if the parent is unable to pay.

### State Required vs. ACIP Recommended Immunizations

The difference between state immunization requirements and national recommendations can get confusing. These definitions can help:

- **Recommendations:** The [Advisory Committee on Immunization Practices \(ACIP\)](#) makes national [vaccine recommendations](#) that healthcare providers follow as the “best practice” to get the best protection from diseases that vaccines prevent. Not all of the vaccines recommended by the [ACIP Immunization Schedule](#) are required for school or child care attendance in Arizona.
- **Requirements:** Children are required by Arizona statute [A.R.S. 15-872](#) to submit documentary proof of immunization to enter school, preschool, and child care unless exempted according to section [15-873](#).
- The Arizona Administrative Code (A.A.C.) or rule [R9-6-702](#) further explains the law by determining immunization requirements using the ACIP Recommended Immunization Schedule along with Arizona-specific vaccine decisions.

Schools, preschools, and child care facilities must, at a minimum, obtain documentation of the state school-required vaccines. However, this does not preclude schools from recommending or documenting additional vaccines that meet the ACIP recommended vaccination schedule. Each state sets its own requirements for school and child care attendance, which may differ from what is required in Arizona. When a student, whether from another state or another country, enrolls in an Arizona school or child care, they must adhere to the Arizona state requirements for attendance.

### Arizona Required Immunizations

According to the Arizona Administrative Code [R9-6-702](#), any child attending school, preschool, or child care in Arizona is required by law to be fully immunized at the ages and intervals consistent with the rules for their age ([preschool/child care](#)), or grade ([K-12th grades](#)), or have proof of immunity against the following diseases:



Diphtheria	Measles (Rubeola)	Meningococcal disease
Tetanus	Mumps	Poliomyelitis (Polio)
Pertussis	Rubella (German measles)	Varicella (Chickenpox)
Hepatitis A ( <i>required</i> in Maricopa County for all children 1-5 years of age in child care; <i>recommended</i> in all other AZ counties)	Hepatitis B	Haemophilus influenzae type b (for a child 2 months to 59 months of age)

**NOTE:** Tuberculosis (TB) screening for students is not part of the Arizona school immunization law. If you have questions regarding TB disease or TB screening requirements, please contact your local health department's TB control program. At ADHS, the Bureau of Infectious Disease Services houses the [Tuberculosis Control Program](#).

## Vaccine Requirement Guides and Resources

Arizona vaccine requirements guides and resources are updated for each school year and can be found on the BIZS [Schools & Child Care Centers - Immunization Requirements & Forms webpage](#).

### Immunization Requirements for Grades K-12

School requirements are listed on the [Arizona Guide to Immunizations Required for School Entry: Grades K-12](#).

1. Authorized school personnel must review each child's immunization record(s) at the time of enrollment and/or prior to school attendance.
2. Students attending school must get the required doses listed in the guide to be compliant with immunization requirements.
3. The guide is meant to review the vaccines required at the age when the child is enrolled at a particular school. To determine the required doses, refer to the column that lists the student's current age and then select the corresponding row for the required vaccine.
4. Compare the child's number of vaccine doses to the requirements, by age, and determine if all requirements are met. Check the timing and minimal intervals of doses specified. The requirements and rules vary depending on the student's age and grade.
5. Complete the [Arizona School Immunization Record](#) (ASIR109R) or enter the data into your school-based vaccination information system.

If requirements are not met and the child lacks any required immunization doses, schools are to give the parent/guardian the [Immunization Screening and Referral Form for K-12th grade](#). If a review of the student records does not occur until the child is already attending school, the parent/guardian must be notified using the referral form, and a "due by" date must be indicated on the referral form. The Department asks schools to review immunizations at enrollment and up until the time your facility opens for school and refer those students who still lack the required immunizations, using the Immunization Screening and Referral Forms (for [K-12](#) and [Child Care](#)), and providing them with a "due by" date when the vaccines will be needed. After receiving the form, parents have **15 calendar days** to get their child immunized.

Because up-to-date vaccination is critical to preventing disease in our communities, the Department suggests you work with your school or district officials and/or your legal counsel to determine if or how long a vaccination extension would be allowed in your district based on current law.

### Immunization Requirements for Child Care, Preschool, and Head Start

Child care, preschool, and Head Start requirements are shown in the [Arizona Guide to Immunizations Required for Entry: Child Care or Preschool](#).

- Authorized child care personnel must review each child's immunization record(s) at the time of enrollment and/or prior to child care attendance.
- Students attending child care or preschool must get the required doses listed in the guide to be

compliant with immunization requirements.

- The guide is meant to review the vaccines required at the age when the child is enrolled at a particular child care or preschool. To determine the required doses, refer to the column that lists the student's current age and then select the corresponding row for the required vaccine.
- Compare the child's number of vaccine doses to the requirements, by age, and determine if all requirements are met. Check the timing of doses to make sure minimum intervals have been met. The requirements and rules vary depending on the student's age and grade.
- Complete the [Emergency Immunization and Information Record Card](#) (EIIRC 201). Preschools and child care facilities may also document on the [Arizona School Immunization Record](#) (ASIR 109) or a facility-based vaccination information system.

If the child lacks immunizations required for child care attendance, child care centers are to give the parent/guardian the [Immunization Screening and Referral Form for Child Care and Preschool](#). Per child care rules, the child's parent/guardian has *15 calendar days* after child care entry to provide the child care center with proof of all required immunizations. The child shall be excluded from the center if the parent/guardian of the child fails to provide adequate documentation.

#### **4-Day Grace Period for Administered Vaccine Doses**

The Advisory Committee on Immunization Practices (ACIP) allows for most vaccine doses administered within 4 days of the recommended minimum age or interval to be counted as valid. This is now considered standard practice according to ACIP recommendations as of July 2014.

The Bureau of Immunization Services (BIZS) accepts vaccine doses given within the ACIP-approved grace period as valid for child care and school entry. The 4-day grace period includes the *first* dose of MMR, varicella, or hepatitis A, which may be counted if it was administered no sooner than 4 days before the child's first birthday.

However, the [4-day grace period](#) does not apply in all situations. It does not allow a 4-day grace period between doses of varicella, MMR vaccines, or nasal influenza vaccine doses, as these are all live vaccines. Live vaccine doses must be given on the same day or at least 28 days apart.

#### **Child Care/Preschool/Head Start Staff Immunization Requirements**

Specific requirements for child care staff can be found in the [Child Care Facility Rules and Statutes](#).

Rule [R9-5-301](#), General Licensee Responsibilities *Section F*:

"A licensee shall ensure that a staff member submits, on or before the starting date of employment or volunteer services, one of the following as evidence of freedom from infectious active tuberculosis:

1. Documentation of a negative Mantoux skin test or other tuberculosis screening test recommended by the U.S. Centers for Disease Control and Prevention (CDC), administered within 12 months before the starting date of employment or volunteer service, that includes the date and the type of tuberculosis screening test; or
2. If the staff member has had a positive Mantoux skin test or other tuberculosis screening test, a written statement that the staff member is free from infectious active tuberculosis that is signed and dated by a health care provider within six months before the starting date of employment or

volunteer service.”

Rule [R9-5-301](#), General Licensee Responsibilities *Section K*:

“A licensee shall not allow a staff member who lacks proof of immunity against a disease listed in R9-6-702(A) to be present in the facility between the start and end of an outbreak of the disease at the facility.”

Rule [R9-5-402](#), Staff Records and Reports *Section A*:

“A licensee shall maintain a file for each staff member containing: ... (5) The staff member’s written statement attesting to current immunity against measles, rubella, diphtheria, mumps, and pertussis...”

Contact the [Child Care Facilities Licensing Division](#) if you have any questions about staff vaccination requirements.

### **Grades K-12 School Staff Immunization Requirements**

Arizona immunization statutes and rules do not address adult immunization requirements or requirements for K-12 school staff. However, knowing staff immunization status can help prepare schools in advance of a disease outbreak. Decisions for staff vaccine requirements are made by the school or the school district and should involve the Human Resources departments. You may wish to reference the ACIP [Recommended Adult Immunization Schedule](#) or the [Recommended Vaccines for Healthcare Workers](#) if you choose to make vaccine recommendations or requirements for your staff.

During an outbreak, susceptible staff who are not completely immunized or unable to prove immunity may be excluded from school at the direction of the local Health Officer. Staff should refer to their school or district policies to determine whether they can take sick leave when excluded.

### **College/University Immunization Requirements**

Arizona state law does not address or mandate immunization requirements for colleges and universities. These decisions are made by the individual schools and requirements vary. On the BIZS [College Information](#) page, you can find links to the health office websites for several Arizona universities, as well as generally [recommended immunizations](#) for college students.

Each school may have additional vaccination requirements depending on the selected major, such as medicine, nursing, or other healthcare-related fields. Students getting ready for college should contact their school to confirm which immunizations may be required for attendance.

### **Alternative or Online School Programs**

There are a variety of online education opportunities for children in Arizona. We encourage online schools to obtain immunization records for all of the students registered in their programs.

- Students enrolled in online programs who physically attend an Arizona school or facility for the purpose of attending an online class, are in a room with other online students for classes, or are participating in classes or activities such as band or physical education, are required to have immunization records on file with the program and/or the physical school. These students should then be included in the school’s annual Immunization Data Report to the state health department, if in an applicable grade.

- Programs unable to distinguish between students who are online only and those students who participate in campus program activities with other students must have immunization records for all students.
- Some online or virtual schools have a testing period where students are all together in a room or facility. If this is a process for your school, then collecting immunization records for all students is required.
- Arizona rules do not address the exclusion of online students who are noncompliant with immunizations. Online school administrators will need to develop a policy regarding exclusion, particularly if your online school elects to collect immunization records on all students, regardless of whether they are strictly online or physically attend a facility for the online classes.

### **Foster Care Students**

Children in foster care are their own subgroup within the school system. The [Every Student Succeeds Act](#) (ESSA) states that students in foster care should remain in their [school of origin](#). When it is not in the best interest of the student in foster care to remain in their school of origin, then that student would need to be immediately enrolled into the new school, even without the ability to produce records normally required for enrollment (i.e. proof of immunization, birth certificate, transcripts, etc.). The enrolling school shall immediately contact the school last attended to obtain relevant academic and other records.

School staff may also contact their district or charter liaison for students in foster care for assistance in obtaining needed records (a [list of foster care liaisons](#) by district/charter can be found on ADE's Foster Care page). [ARS 15-872](#) states that while the school is still required to obtain the student's immunization record and ensure that the student has met all immunization requirements, that requirement should not delay the enrollment or attendance of a student in foster care.

The [Arizona Department of Education](#) (ADE) has interpreted ESSA to supersede regulations established by individual states. Because the ADE is the primary state agency that regulates schools, and they have a great deal of knowledge and expertise in matters concerning federal legislation pertaining to students in foster care, ADHS defers to them concerning the continued attendance of students in foster care.

When ESSA was passed in 2015, it [amended the definition of homeless](#) in [McKinney-Vento](#). The part of the homeless definition that says 'awaiting foster care placement' has been REMOVED from McKinney-Vento. Therefore, children in foster care are NO LONGER identified as 'homeless'.

The [Arizona Department of Child Safety](#) (DCS) policy is that foster children must be fully immunized unless there is a medical contraindication, which would then require an ADHS Medical Exemption to be completed. If the child is missing immunizations, the foster parent must take the child to a health care provider as soon as medically possible for immunizations according to the ACIP catch-up schedule. DCS further states that licensed foster parents cannot impose their vaccine hesitancy beliefs on foster children and are not authorized to request a school or child care vaccine exemption for a foster child. See also the section on Exemption Forms, Foster Child Guidance.

Contact information for the [State Foster Care Education Coordinator](#):

Joey Taylor

Phone: (602) 542-3569

Emails: [Joey.Taylor@azed.gov](mailto:Joey.Taylor@azed.gov) or [FosterCare@azed.gov](mailto:FosterCare@azed.gov)

## Homeless Students

Homeless students are protected by the federal [McKinney-Vento Homeless Assistance Act](#). Families and homeless students are often not able to get and keep copies of immunization records. According to the McKinney-Vento Act, schools must allow homeless students to enroll, attend classes, and participate fully in school activities, even if their immunization and other school records are missing or unavailable at the time of enrollment. Once a homeless student is enrolled, school staff should work with the student's former school to obtain the student's immunization records quickly.

[ARS 15-872](#) states that while the school is still required to obtain a student's immunization record and ensure that the student has met all immunization requirements, it also says that students in a homeless situation are not required to provide documentary proof of immunization until the fifth calendar day after enrollment in school. The Arizona Department of Education (ADE) has interpreted the McKinney-Vento Act to supersede regulations established by individual states.

Because the ADE is the primary state agency that regulates schools, and they have a great deal of knowledge and expertise in matters concerning McKinney-Vento, ADHS defers to them concerning the continued attendance of homeless students without proof of immunizations. Further information can be found in the [ADE Guidance for Immunizations for Homeless Students](#).

If a child or youth experiencing homelessness needs to obtain immunization or other required health records, the enrolling school will immediately refer the parent, guardian, or unaccompanied youth to the [local liaison](#), who will assist in obtaining necessary immunizations or screenings, or immunization or other required health records [[42 U.S.C. § 11432\(g\)\(3\)\(C\)\(iii\)](#)]. Homeless students should not be excluded from school for being out of compliance with school immunization requirements. Please refer to the ADE [Office of Homeless Education](#) for additional information.

Contact information for the State Homeless Coordinator:

Rita Rodriguez

Phone: (602) 542-4963

Email: [homeless@azed.gov](mailto:homeless@azed.gov)

## Homeschooled and Homebound Students

[Arizona Revised Statute 15-802.01](#) allows homeschooled students to participate in public school interscholastic activities (such as sports, band, and music) "in the same manner" as pupils who are enrolled in public schools. Enrollment, policies, and requirements for homeschooled students are to be consistent with those policies established for students enrolled at that public school.

Homeschooled children physically attending a public school for specific classes are required to present an up-to-date immunization record or a valid ADHS exemption form to be compliant with Arizona school

immunization requirements.

The rules do not specifically address homebound students, which are students receiving (limited) educational services at home as they are not medically or otherwise able to physically attend school; however, homebound pupils would fall under the definition of “pupil” which is any person who is eligible to receive instruction at a school and would then need to meet the immunization requirements like any general student who is enrolled to attend school.

### **International Transfer and Student Exchange Programs**

International transfer and exchange program students must follow the same rules as all other Arizona students and provide an up-to-date immunization record prior to attending school. This includes short-term visitors.

For children who arrive with their family from a non-U.S. country (non-exchange program) and are entering school, obtain immunization records from their parents. Some may have immigration forms or translated forms, while others will bring original documents from their country of origin.

For student exchange programs, the program agency is responsible for making sure students obtain needed vaccines prior to arrival. According to the [Bureau of Educational and Cultural Affairs](#), the exchange program takes legal responsibility during the course of the program, and the exchange student’s natural parents remain legal guardians. Each exchange student’s Certificate of Health contains a medical release form so that host parents may secure medical treatment in the case of an emergency, and the student is provided with health insurance should they need to visit a physician. In Arizona, the host parent cannot take a student to get immunized or sign an exemption form unless they have notarized permission from the student’s parents to do so. It is strongly recommended that immunization records be received as part of pre-registration for all international students, whether by individual schools or the sponsoring agency. Schools should contact the sponsoring agency if there are questions regarding the immunization status of an exchange student.

### ***Translation Services***

The Bureau of Immunization Services does not have translation services available to interpret immunization records from other countries. You can refer families without personal records or with foreign records that you cannot understand to their physician or county/local health department for translation assistance. Resources to assist in translation are listed below:

- [Google Translate](#) may help with simpler translation questions
- [Foreign Language Terms](#): Aids to translating foreign immunization records

### **Special Education/Non-registered “Special Course” Students**

Students in special education programs should follow the requirements for whichever grade they are in. If these students are not associated with a specific grade, they should follow the requirements for students of a similar age. Children in preschool or child care who attend a public school for any type of class, such as speech, are required to present an up-to-date immunization record (for their age) to the school to comply with Arizona school immunization requirements.

### **Transfer Students (In-State/Out-of-State)**

For children transferring from another school, whether in-state or out-of-state, the new school must review the student's immunization records to ensure that all immunization requirements have been met. [Arizona Revised Statute 15-828](#) (G) requires that the enrolling school request cumulative records (including immunization records) from the former school within five (5) school days of enrollment. Any school requested to forward a copy of the transferring pupil's record to the new school should comply and forward the record within ten (10) school days after receipt of the request.

When a child transfers from another school, schools are encouraged to ask parents to bring their child's personal immunization record from the healthcare provider or clinic to registration rather than waiting for the cumulative folder to arrive from the former school. Parents may also ask the former school for a (signed) copy of the current school immunization record, as this can also be accepted for immunization documentation. Students whose parents cannot present an adequate record at the time of entry will not be allowed to enter/attend school until the cumulative folder with immunization record arrives and demonstrates that the student is up-to-date with Arizona requirements.





entry/attendance at school.

- The school or child care facility must follow up by notifying parents, sending an Immunization Screening and Referral form with a stated “due by” date, checking documentation that the needed immunizations were received, and adding the new dates to the ASIR and/or school-based vaccination information system.
- After a child has caught up on all missing required immunizations, their “conditional” status changes to “complete.” If a child does not get the required missing immunization by the indicated “due by” date, then the “conditional” status changes to “out of compliance”.

### **Out of Compliance**

Children have an immunization status of “out of compliance” if they:

1. Are not fully immunized for their age against each of the VPDs listed in A.A.C. [R9-6-702](#), and
2. Are not in a temporary conditional status for the missing required immunization, and
3. Do not have a valid ADHS exemption for the missing required immunization on file

According to A.A.C. [R9-6-705](#), any child with “out of compliance” status is to be excluded from attending school, preschool, or child care until they meet the legal requirements of the law. This may be referred to as noncompliant or not up to date.

### **Exempt**

Arizona school and child care immunization laws allow a student to be exempted from immunization for medical, personal, or religious reasons. The Bureau of Immunization Services promotes immunization education for parents so that parents may make informed decisions regarding immunizations for their children.

Exemptions provide an option for the parents of children who have a medical condition that contraindicates immunization, or a personal or religious belief that opposes immunization. Exemptions should not be used for convenience.

Some Arizona schools participate in the ADHS online Immunization Education Course (IEC). Information on the IEC can be found [here](#). Participating schools are to follow the exemption process guidelines as set out in the [IEC Handbook](#) and webpage.

## Exemption Forms

There are three (3) types of exemption forms. The [Medical Exemption Form](#) applies to all students. The [Personal Beliefs Exemption Form](#) is only for students in K-12 grades, and the [Religious Beliefs Exemption Form](#) is available for students in preschool, child care, and Head Start programs.

- ADHS forms are the only valid and acceptable forms of exemption.
- The ADHS form should not be altered.
- Child care facilities and schools should not accept any exemption form that is not the ADHS format or that appears to be altered.

### Medical Exemptions

#### ***Permanent***

If the child has a permanent medical condition that is contraindicated for administering one or more immunizations, the child can be exempted from the immunization(s). The ADHS Medical Exemption Form must be completed and signed by the child's physician (MD or DO) or nurse practitioner (NP). The parent/guardian must sign and submit the form before the child enters school or within 15 days of child care entry. The physician or nurse practitioner must indicate in writing on the [ADHS Medical Exemption Form](#) which immunization(s) are contraindicated against and the specific nature of the medical condition that precludes immunization. There is no expiration date or resubmission required for a permanent medical exemption.

#### ***Temporary***

A child whose physician (MD or DO) or nurse practitioner (NP) decides to postpone one or more immunizations because of a valid medical condition may attend school "on condition" that the needed dose(s) are obtained when the exemption expires. The physician or nurse practitioner must indicate in writing on the ADHS Medical Exemption form which immunization(s) will be postponed, the specific nature of the medical condition or circumstance that precludes immunization, and the date when the exemption ends or when the child is to be immunized. Once the exemption period has ended, the child must receive the necessary immunization(s) or be subject to exclusion from school or child care.

**NOTE:** There is only one type of ADHS medical exemption form; there is a section for the physician to mark "Temporary" or "Permanent" depending on the nature of the child's condition. To attend child care or school, medically exempted children must receive all other vaccines except those listed on the exemption.

#### ***Laboratory Evidence of Immunity/Disease History***

If the child has a history of having had a vaccine-preventable disease (VPD) and the parent does not want the child immunized against the disease, proof of immunity to that disease must be submitted.

- A copy of the laboratory results that prove immunity must be kept on file, along with the ADHS Medical Exemption Form completed by the child's physician or nurse practitioner and parent/guardian.

- A Medical Exemption Form with laboratory evidence of immunity is now required by state law for reported history of disease for measles, rubella, and varicella. A general physician's statement of immunity is not allowable.
- For all other diseases other than measles, rubella, and varicella, the Medical Exemption Form may contain either laboratory evidence of immunity or a physician's statement of verified disease history.

*NOTE:* Parents occasionally submit a letter or prescription signed by a medical provider due to not wanting their child to receive a specific vaccine or to follow an “alternative schedule” for immunizations.

- These are not acceptable or valid medical exemptions.
- Contact the parent and/or the physician to let them know that the submitted format is not a valid medical exemption form.

### **Personal Beliefs Exemption**

For a child attending school in grades K-12, the child may be exempted from the applicable immunization requirements if the child's parent submits to the school a signed [ADHS Personal Beliefs Exemption Form](#) testifying that immunizations are against the personal beliefs of the parent.

- Each section of the Personal Beliefs Exemption Form must be completed and signed by the parent/guardian.
- The Personal Beliefs exemption only applies to students in grades K-12.
- Child care centers, preschools, and Head Start may not use Personal Belief exemptions.

### **Religious Beliefs Exemption**

For a child attending child care, preschool, or Head Start, the child may be exempted from the applicable immunization requirements if the child's parent submits to the child care facility a signed [ADHS Religious Beliefs Exemption Form](#) testifying that immunizations are against the religious beliefs of the parent.

- The Religious Beliefs Exemption Form must be completed and signed by the parent/guardian.
- The Religious Beliefs Exemption Form only applies to child care centers, preschools, and Head Start.
- Grades K-12 may not use religious belief exemptions.

*NOTE:* In the event of an outbreak of a VPD, children who are exempt from vaccination *for reasons other than laboratory evidence of immunity* may be excluded from school or child care until the risk period for exposure ends. Schools and child care centers should seek guidance from their local county health department before excluding exempt children.

### **When Exemption Forms are to be Completed/Resubmitted**

- When the student enrolls in a new school and the parent requests an exemption
- When a student transfers from one school to another with or without an existing exemption form
- When a new vaccine is required for age or vaccine requirements change
- When the ADHS exemption forms or format change. Specific instructions and guidance will be provided by ADHS when this occurs.
- Medical Exemptions may extend through the school life of a student and do not need to be

resubmitted. If the Medical Exemption is on a form dated prior to July 2013, we recommend that you evaluate the form closely to ensure it is a valid, permanent medical exemption. If not, a new ADHS medical exemption form should be completed.

Schools/child care centers may choose to require that exemption forms be submitted more frequently than is stated above. As school and child care facility staff review exemption forms, they should check to see if the most current version of any exemption form is being used. Forms that are older versions of the most current form found on the AZDHS website should be redone/resubmitted. The current forms will have the new ADHS “AZ mountain” logo and not the “block” logo.

### **Foster Child Guidance Regarding Exemptions**

The Arizona Department of Child Safety (DCS) states that licensed foster parents cannot impose their vaccine hesitancy beliefs on foster children and are not authorized to request a school or child care vaccine exemption for a foster child. DCS policy is that foster children must be fully immunized unless there is a medical contraindication, which would then require an ADHS Medical Exemption Form to be completed. If there is a foster child whose parental rights have not yet been terminated and foster parents are asking a school or child care for a vaccine exemption because the actual parents do not want the child immunized, then DCS will go to court to get the authority to have the foster children properly immunized.

For further information on DCS policy regarding foster children, please contact the DCS Medical Director, who will consult with the DCS worker to determine the situation and what needs to be done to ensure this child is properly immunized.

Contact information for the DCS Medical Administrator:

Karla Mouw

*Comprehensive Medical and Dental Program Administrator*

Phone: (602) 771-3649

Email: [FosterAdoption@azdcs.gov](mailto:FosterAdoption@azdcs.gov)

# Immunization Records

## Acceptable Immunization Records

Before a child may enter or attend any Arizona school or child care center (public/charter, private, or parochial), Arizona law requires that documentary proof of school-required immunizations be presented to the school or child care staff by the parent. The immunization record is usually given to parents by their doctor or health care clinic. The personal immunization record must:

- Identify the student by name and date of birth
- Show the date (day, month, and year) each required vaccine dose was received
- Indicate the type of vaccine administered/received
- Include the name, signature (initials, stamp, or symbol) of the healthcare provider or agency that administered the vaccines
- To meet Arizona requirements for immunization records, the dates of all vaccine doses must contain the month, day, and year the vaccine was administered
- A record with check marks, “up-to-date”, “all requirements met”, or “series is complete” instead of dates is not acceptable

Acceptable forms of immunization records to enter school or child care include:

- A copy of the Arizona Lifetime Immunization Record (aka Blue Book)
- A copy of a vaccine administration record, either electronic or hard copy, from the healthcare provider
- A computer-generated immunization record from the [Arizona State Immunization Information System \(ASIIS\)](#) or an immunization registry of another state
- A signed and dated [Arizona School Immunization Record \(ASIR 109R\)](#) completed by staff at the school the child has previously attended
- A signed and dated immunization record generated by a school’s vaccination information system or immunization software system (IIS), which includes the child’s name, date of birth, types of vaccines administered, and immunization dates, as well as the school name, address, and contact person
- An immunization record or school/child care immunization record from another state or country (may or may not be signed)
- An immunization record from [MyIR \(My Immunization Record\)](#). MyIR is a (non-ADHS) program where parents/individuals have access to review and print out a current immunization record (from ASIIS or another state registry) on their own

**NOTE:** School staff should refer parents without records to their healthcare provider. If they have no provider, they can be referred to their local/county health department.

## Documentation for Schools

The definition of a document is “information in written, photographic, electronic, or other permanent form.” Acceptable school immunization documentation includes:

- The [Arizona School Immunization Record](#) (ASIR) is the state-provided form.

- A school-based vaccination information system (IIS), which is an electronic database used and maintained by a school or group of schools for the storage of immunization data.

**NOTE:** If your school health office vaccination information system can collect and store student immunization information, and can also provide a printout that contains vaccination information as outlined in [R9-6-704](#) (A2), then you are not required to also complete the ASIR.

- The school software printout should include facility information and the contact name.
- When used for an official document to give to parents or another school, it must contain a signature.
- It is an individual facility/district decision to continue to use the ASIR in conjunction with the school-based vaccination information system.
- If your school health office does **not** have a software program or vaccination information system that can collect and store vaccination data or print out a record, then you **are required** to use the ASIR - either the hard copy or the [online fillable version](#).
- The ASIR forms are available free of charge from the Bureau of Immunization Services and may be requested by using the [Immunization Forms Order Request](#). Instructions for completing the ASIR are on the back of the card.

ARIZONA SCHOOL IMMUNIZATION RECORD		School Use Only:	
For Kindergarten - 12 <sup>th</sup> Grade (Child Care/Preschool immunizations are to be documented on IDHC 2013 Emergency, Information and Immunization Record Card)		Signature required if providing copy to parents or other school for official verification of immunization records.	
State and local health departments shall have access to this record. See back for instructions on how to fill out this form.		I certify that the immunization information provided on this form is current and verifiable.	
Child's Last Name:	First Name:	Signature/Stamp:	Date:
DOB: MM/DD/YYYY	DOB: MM/DD/YYYY	DOB: MM/DD/YYYY	DOB: MM/DD/YYYY
<b>Arizona Required Vaccines for School K-12 grades (Dates Required)</b>			
<b>Hep B (Hepatitis B)</b> <input type="checkbox"/> Check here if 11-15 yr 2-dose schedule used <b>DTaP</b> (Diphtheria, Tetanus, Pertussis) <b>OPV</b> / <b>OPV</b> (Polio) <b>MMR</b> (Measles, Mumps, Rubella) <b>Varicella</b> (Chickenpox) <b>Td</b> (Tetanus, Diphtheria) <b>Tdap</b> (Tetanus, Diphtheria, Pertussis) <b>MMCV</b> (MMCV, quadrivalent) <b>MMCV</b> (quadrivalent)			
<b>ACIP/CDC Recommended Vaccines (Not Required for School K-12 grades - Documentation Optional)</b>			
<b>Hep A</b> (Hepatitis A) (Required in Maricopa County) <b> Hib</b> (Haemophilus influenzae type B) (2-5 years) <b>PPSV23</b> or <b>PCV</b> (Pneumococcal) (Pneumococcal) <b>RV</b> (Rotavirus) <b>HPV</b> (Human Papillomavirus) <b>MMR</b> (Measles/Mumps/Rubella) (age 10+) <b>RSV</b> (Respiratory Syncytial Virus) <b>COVID-19</b>			
<b>Exemption Status</b> <input type="checkbox"/> <b>Medical Exemption for Evidence of Immunity (Permanent)</b> Documentation shows this student has laboratory evidence of immunity (test) or the disease(s) marked below for which there is a reliable serology/antibody titer testing available. An ADHS Medical Exemption form signed by a physician or registered nurse practitioner must be on file and lab report(s) for items MUST be attached. *Required for history of measles, rubella or varicella. <input type="checkbox"/> Diphtheria <input type="checkbox"/> Polio <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Rubella* <input type="checkbox"/> Mumps* <input type="checkbox"/> Tetanus <input type="checkbox"/> Measles <input type="checkbox"/> Varicella* <input type="checkbox"/> Other: _____ <input type="checkbox"/> <b>Medical Exemption for other medical reason (Permanent or Temporary)</b> An ADHS Medical Exemption form signed by a physician or registered nurse practitioner must be on file. Temporary until: (Date) _____ <input type="checkbox"/> <b>Personal Belief Exemption:</b> For K-12 grades only School Name: _____ Phone Number: _____ Reviewed by: _____ Date: _____			

- School staff/health office personnel are to enter all available immunization data into their method of documentation, especially the immunization dates. BIZS does not endorse any of the software programs available to schools.
- The choice lies with each school/district, but schools should take into consideration the ability of the software to be designed to follow the ACIP recommended vaccine schedule as well as the Arizona school requirements.
- Some school-based software programs have internally designed “reports” to assist in capturing data needed to complete the annual Immunization Data Report (IDR). Steps should be taken to update these “reports” annually/more frequently in order to be consistent with the state-provided IDR questions.
- IIS reports do not guarantee that the data is accurate. Please review all your entries carefully.
- For schools that are using the hard copy of the ASIR, it makes sense to keep the ASIR in the student’s health file.

- If using the online fillable ASIR or a school-based vaccination information system, then a copy may be kept on the school computer system.
- It is no longer a requirement to have a copy of the ASIR or the print-out from the school vaccination information system in each student's health file; however, it is important to note that ADHS is not responsible for any facility computer and/or software system failure and schools should consider how to access these records in the event of computer failure or destruction.
- Access to records must be available to state and county health departments upon request.

**NOTE:** It is a requirement that the school maintain readily available lists of children who do not have documentary proof of required vaccinations or documented immunity to vaccine-preventable diseases (VPD), including those with an exemption form on file. These lists are necessary during county or state-declared VPD outbreak situations.

### Documentation for Preschools/Child Care Centers

The [Emergency, Information, and Immunization Record Card \(EIIRC 201\)](#) is the form required by the Bureau of Child Care Licensing to be used in licensed child care facilities and child care group homes.

- A copy of an enrolled child's immunization record(s) and/or exemption form must be attached to the EIIRC.
- The EIIRCs also contain vital emergency information as well as immunization data. These cards must be stored on facility premises in a place that allows ready access to the card in the event of an emergency at, or evacuation of, the facility.
- The EIIRC must be kept readily available during the child's attendance at the child care facility and is to be kept in a separate file on facility premises for one year after the child leaves the center, according to [R9-5-304\(D\)\(2\)](#).

<div style="display: inline-block; vertical-align: middle; text-align: left;"> <p><b>Arizona Department of Health Services</b> Bureau of Child Care Licensing <b>Emergency, Information and Immunization Record Card</b></p> </div>		CDC/SGH# or name: _____
Child's Name:	Date Enrolled:	Updated:
Home Address (#, 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 (#, Street, City, State, Zip Code):	
Cell Phone (optional):	Contact Telephone Number:	
Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):	
Cell Phone (optional):	Contact Telephone Number:	

<b>Immunization Information</b> <small>(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)</small> For information regarding current immunization requirements go to: <a href="http://www.azdhs.gov/immunize.htm">www.azdhs.gov/immunize.htm</a> or contact the Arizona Immunization Program Office at (602)364-3630.							
One of these items must accompany the EIIRC card at all times:							
<input type="checkbox"/>	Copied current official documented immunization record attached	<input type="checkbox"/>					
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached	<input type="checkbox"/>					
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached	<input type="checkbox"/>					
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached	<input type="checkbox"/>					
Notification of immunizations needed sent to Parent(s) or Guardian(s): <table style="width: 100%; border: none;"> <tr> <td style="border: none;">see day/yr</td> <td style="border: none;">see day/yr</td> <td style="border: none;">see day/yr</td> <td style="border: none;">see day/yr</td> </tr> </table>				see day/yr	see day/yr	see day/yr	see day/yr
see day/yr	see day/yr	see day/yr	see day/yr				
Updated immunizations received and attached: <table style="width: 100%; border: none;"> <tr> <td style="border: none;">see day/yr</td> <td style="border: none;">see day/yr</td> <td style="border: none;">see day/yr</td> <td style="border: none;">see day/yr</td> </tr> </table>				see day/yr	see day/yr	see day/yr	see day/yr
see day/yr	see day/yr	see day/yr	see day/yr				
<b>Medical Information</b>							
Is child allergic to food or other substances? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs.</small>							
Is child usually susceptible to infections and if so, what precautions need to be taken? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, list precautions:</small>							
Is child subject to convulsions and what should be our procedure if one occurs? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, specify procedure:</small>							
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problems, hearing impairment, hernia, etc.)? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, list precaution:</small>							
Additional comments:							
Other special instructions:							
<small>This Emergency Information and Immunization Record Card is accurate and complete, true and valid, and was provided by:</small> Parent/Guardian PRINTED Name: _____ SIGNED Name: _____ DATE: _____							

© 2010 Arizona Department of Health Services Emergency Information and Immunization Record Card (0-15)

- The Emergency Immunization and Information Record Card can be obtained from the Bureau of Child Care Facilities Licensing website at [EIIRC 201](#). Additional information on procedures for records and immunization requirements can be found on the [Child Care Facilities Licensing website](#).

If your child care facility has a software program that can collect and store student immunization



information, and can also provide a print-out that contains vaccination information as outlined in [R9-6-704 \(A\)\(2\)](#), then you may print this out and attach it to the EIIRC 201. The child care software print-out should include facility information, the contact name, and a signature. At a minimum, the original immunization records received from the parent should be maintained in the student health file. While the [ASIR](#) is designed for use in K-12 schools, it may be used in child care facilities to record vaccinations, and it will be the individual facility's decision to use the ASIR.

When using electronic databases, it is important to note that ADHS is not responsible for any computer and/or software system failure. Facilities should consider how to access these records in the event of computer failure or destruction. Access to records must be available to state and county health departments upon request.

*NOTE:* It is a requirement that the child care facility maintain readily available lists of children who do not have documentary proof of required vaccinations or documented immunity to VPDs, including those with an exemption form on file. These lists are necessary during county or state- declared VPD outbreak situations.

# Privacy of Immunization Records

This is intended only as information. It is not legal advice.

In accordance with [A.R.S. 15-874](#), school and child care immunization records or documents are open to inspection by the Arizona Department of Health Services and local county health departments and must be made available upon request.

## HIPAA

The [Health Insurance Portability and Accountability Act \(HIPAA\)](#) Privacy Rule ([Section 164.512\(b\)\(1\)\(i\)](#)) recognizes the legitimate need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission. The [Privacy Rule](#) permits a covered entity (such as a healthcare provider) to disclose proof of a student's immunizations directly to a school with the parent or guardian's agreement. The agreement may be oral or in writing.

## FERPA

The [Family Educational Rights and Privacy Act \(FERPA\)](#) law protects the privacy of student education records, including immunization records, submitted to the school. This law applies to educational agencies or institutions that get funding from the United States Department of Education. HIPAA rules do not apply to education records. Once immunization records are provided to the school, preschool, or child care, they become a part of the student education record and are covered under FERPA laws.

## Retaining or Storing of Immunization Records

The student immunization record- either the ASIR or a printout from the school-based immunization information system- becomes part of the pupil's permanent file and should reflect the most relevant and current information. **At a minimum, the original immunization records received from the parent should be maintained in the student health file.** This original documentation helps to support the school record information. When an updated immunization record is provided to the school, older or duplicate records may then be destroyed, as long as all dates on the ASIR or in the school vaccination information system are supported by the documentation. In some instances, there may be several immunization records that together complete the school record.

In accordance with records retention standards and guidance set forth by the [Arizona State Library, Archives, and Public Records](#) (L.A.P.R.), schools and/or districts should have a process in place for transferring and archiving school records, including immunization records, either hard copy or electronic. Whenever a student leaves the school, the cumulative folder- including the immunization record- is to be sent to the new school. The sending district or school must also make and retain a copy of the cumulative record, which includes a copy of the student's immunization record.

A student's immunization records are considered to be historical and part of the Permanent Student Record, which is to be archived and kept in perpetuity after the student graduates or terminates schooling. Please check your school or district policy on records retention and procedures. The L.A.P.R. provides guidance on retention schedules, and FAQs for School Districts and Charter Schools can be found [here](#).

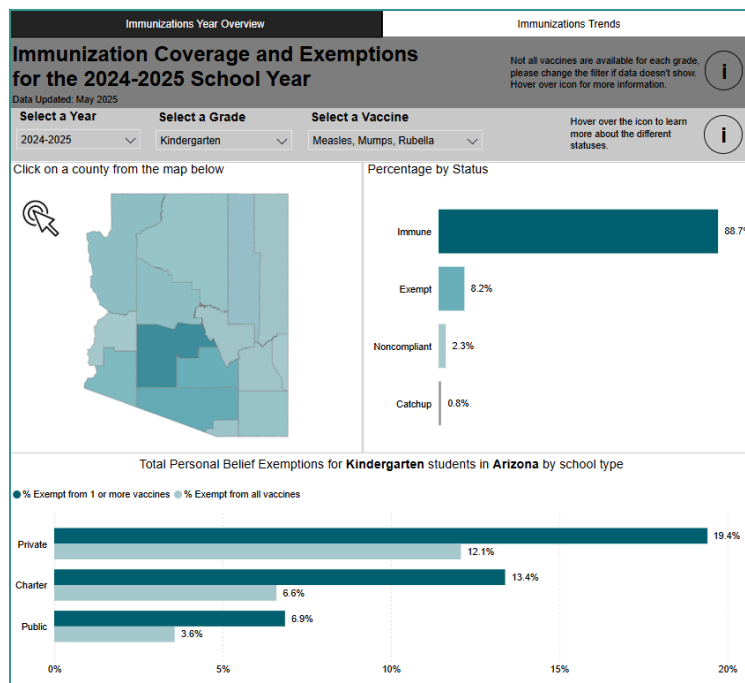
## Required Annual Immunization Reporting

Arizona Revised Statutes and Administrative Code require that schools and child care centers submit an annual Immunization Data Report (IDR) to the Arizona Department of Health Services (ADHS). **The Immunization Data Report is due no later than November 15<sup>th</sup> each year.**

Child care centers and schools are required to report the immunization status of students enrolled in child care/preschool, kindergarten, and sixth grade. The data is submitted to ADHS through an online web-based IDR. Links to the online app, instructional slides on how to complete the IDR, and additional resources can be found on the BIZS [IDR webpage](#). The online report is available for child care centers and schools to enter their data beginning in September of each year.

Upon completion of the online web-based IDR, the staff member who completes the report(s) is **encouraged to print a copy of the report** for the school administrator to review or to keep on file. The printed report lists the percentage of students who are fully immunized, and therefore protected, for each type of vaccine, as well as the percentage of students who are exempt. The IDR also lists the percentage compliance with the immunization laws and requirements.

The IDR school and child care immunization coverage levels and information is listed on the BIZS website in a [searchable database](#) on the [Statistics and Reports web page](#) and is available to the general public and parents, schools, local county health departments, the Arizona Department of Education, and the ADHS Child Care Facilities Licensing Division. The immunization program analyzes these reports to identify communities that are at higher risk of outbreaks of vaccine-preventable diseases (VPD). A summary of kindergarten immunization data is also submitted to the Centers for Disease Control and Prevention (CDC) in an annual report.



## **Special On-Site Validation Surveys**

Each year, usually in the spring, ADHS/BIZS and local health department staff visit a random sampling of schools and child care facilities to check understanding of and compliance with immunization requirements and the effectiveness of follow-up. These validation surveys are desired by the CDC to ensure that schools/facilities are accurately reporting the IDRs.

Programs can be selected for an on-site visit for any reason, at the discretion of the BIZS. Schools may also be randomly selected by the CDC. Arizona Immunization Program staff and county health department staff will work with the selected schools and child care programs to schedule the validation visits at the selected sites.

Validation surveys are an excellent time to provide one-on-one training for the school or child care facility, stress the importance of the immunization review process, and answer any questions. It is also a good opportunity to encourage sites to use ASIIS and share information about other programs available from the health department.

Other visits may be made or reports may be required if disease outbreaks or other problems relating to immunizations occur. A.R.S. [15-874](#) grants the ADHS and local county health departments access to child care and school immunization records.

## State Immunization Registry - ASIIS

The [Arizona State Immunization Information System \(ASIIS\)](#) is a lifetime immunization registry that collects, stores, analyzes, and reports immunization data, which is entered by immunization providers, such as physician offices, county/local health departments (CHDs), hospitals, and pharmacists. Anyone who provides immunizations can enter data into ASIIS as an enrolled user. ASIIS vaccination scheduling, forecasting, and intervals are based on ACIP recommendations and may differ slightly from Arizona school requirements.

Arizona law requires all immunizers who provide vaccines to children 0 through 18 years of age to enter the data into ASIIS. Also, all enrolled Vaccines for Children (VFC) providers, CHDs, and pharmacists are required to enter all data (adults and children) into ASIIS. While not all providers enter their data, the ASIIS registry still serves as an excellent source of information.

School and child care facilities may sign up for “view-only” access to look up their student immunization records. Access to ASIIS can assist schools and child care centers in determining if students meet immunization requirements. We encourage your facility staff to use ASIIS records to review immunization information for your students. Visit the [ASIIS](#) enrollment web page for more information and to enroll as a [View Only Access user](#).

Most states have their own version of an immunization information system (IIS) and currently, the data is not interchangeable or sharable due to privacy concerns. If you have a student who is enrolling from another state and the parent does not have vaccination records, visit the CDC list for [Contacts for IIS Immunization Records](#). You may be able to contact the state in question or provide the contact information to the parent so they can reach out and contact their previous state for a record of immunizations. Most states will have a records request form that needs to be completed in order to obtain the vaccination record.

## Arizona MyIR

Arizona MyIR is a partnership between the Arizona Department of Health Services' Immunization Program and Scientific Technologies Corporation. [Arizona MyIR](#) is a free website service that allows consumers to view and print copies of their own official vaccination records stored in the Arizona State Immunization Information System (ASIS). Consumers can also obtain a QR code from MyIR for proof of COVID-19 vaccines. When presented with an immunization record from MyIR, school and child care staff may accept it as an official record. Staff can log on to ASIS to verify that the data is correct.

Immunization records can also be obtained by submitting the online application [ADHS Immunization Record Request Form](#). For further questions or concerns, please contact the Records Team at [Immunization\\_Record@azdhs.gov](mailto:Immunization_Record@azdhs.gov).



**MyIR Mobile**



**Free Registration**

Save yourself time and money and a trip to the doctor's office by accessing your records at home for free



**Print Official Records**



**Any Device, Anytime**

Access your family's immunization information using any device and without the hassle of having to make a doctor's appointment

## Review, Follow-up & Referral Procedures

It is the responsibility of school and child care staff to review and follow-up on all children admitted on a conditional basis who require immunizations in the future to complete an immunization series. Schools may also need to follow-up on transfer students when awaiting the arrival of records from prior schools. Here are some suggestions for your use as you develop your follow-up system.

### **Your follow-up system should include:**

1. Keeping lists of unimmunized (exempt or conditional admission) children to refer to in case of a vaccine-preventable disease (VPD) outbreak.
2. Reviewing your records monthly.
3. Using the shortest interval to complete immunizations; for example, when a conditionally admitted child is in the 6- to 12-month interval between doses of DTaP, target the 6-month date for receiving the next dose rather than using the maximum 12 months. Notify parents of when the next dose is due, but also caution them not to get the dose before the minimum interval is reached.
4. Keeping in contact with the parents. Provide parents with the school or child care requirements forms and use the screening and referral forms specific to the grade. If the parent does not come in with an updated record from a health care practitioner, the law requires that the child (unless exempt) be excluded from further school/child care attendance until proof of adequate immunization is presented.
5. Excluding children who do not meet requirements by the exclusion date. Most parents will comply with requirements when they know their child must be excluded. If you need to exclude a child, usually the student's family quickly comes into compliance with the requirements, and the child is back in school as a result. However, the Screening and Referral Forms and documentation of your follow-up efforts will provide the information you need for due process. ADHS does not have a template for an exclusion letter.

Described below are a few suggestions for follow-up systems. Choose whichever system is best for you or create your own.

### ***System 1 – School-based software system/ASIR/EIIRC Folder***

- Keep a separate file of the documents (printout from school software program, ASIRs, or EIIRCs) of children needing follow-up. For schools, because immunization records are part of the child's permanent record, make sure that any immunization documents or records are transferred with the cumulative folder if the child changes schools.
- Clip a note with the due date onto the software print-out, ASIR, or EIIRC.
- At the beginning of each month, call, email, or send parents a letter (use the Screening and Referral Forms) to remind them that shots are due and include the deadline date. Include information about your school's exclusion policy if the child is not immunized by the deadline.
- Enter immunization dates into the vaccination information system/software, onto the ASIR, and attach to the EIIRC when the medical or clinic record is presented by parents to verify the child's



immunization status.

- Repeat the steps above if additional immunizations will be needed in the future until all requirements are met.
- Exclude students who do not provide evidence of up-to-date immunizations by the exclusion date.
- When no more vaccine doses are needed, remove the documents from the follow-up file and return them to the student's health file or child care file. The child is now in a "complete" status.

## ***System 2 – Computerized Student Information Systems***

Schools with computerized vaccination information systems, such as SNAP, Synergy, Power Schools, School Master (and many others) can run reports or create lists of students due for immunizations. Capabilities will vary according to the system your school or child care center uses. BIZS does not endorse or recommend any specific system and cannot provide technical assistance for any of the school-based software systems.

BIZS is aware that not all school vaccination information systems are the same and that some systems are not as nuanced as the requirements and intervals specified by ACIP and accepted by ADHS. It is up to your system administrator to make sure that your software system algorithms are kept up-to-date with both the Arizona requirements and the ACIP recommendations. If you get error messages or feel your system is incorrectly flagging a vaccination or date, you may call the Bureau of Immunization Services at 602-364-3630 for clinical assistance in validating the dates.

## ***System 3 – Index Card File***

- A card file requires 3"x 5" index cards, a box to hold them, and a set of monthly index cards (January-December).
- For a child requiring future immunizations, enter their name on an index card and list all the doses that will be needed. Using the [Arizona Guide to Immunizations Required for Entry: Child Care and Preschool](#) or the [Arizona Guide to Immunizations Required for School Entry: Grades K-12](#), determine the first day of the time interval when the next dose is first due and note the due date on the upper right-hand corner of the follow-up card.
- File each follow-up card by the month the immunization is due.
- At the beginning of each month, call, email, or send parents a letter (using the Screening and Referral Forms) to remind them that shots are due, including the deadline date.
- Encourage parents to have their child receive the next dose at the beginning of the time interval. Note the exclusion date as the day after the deadline date. Be sure to document on the index card the date the notice was sent.
- Enter immunization dates on the vaccination information system or ASIR, or attach to the EIIRC when parents present the immunization record to verify the child's immunization status.
- Repeat the steps above if additional immunizations will be needed in the future until all requirements are met.
- Exclude children who do not provide evidence of up-to-date immunizations by the exclusion date.

- When no more immunizations are needed, remove the card from the file box and discard. The child is now in a “complete” status.

#### ***System 4 – Calendar***

A calendar system may work well in a family child care home or in a small school or center. Use a calendar with large spaces for each day to note the name of the child on the first day of the time interval an immunization is first due. To preserve confidentiality, the calendar should not be hung where it is visible to parents or the public. Child care facilities and schools may also choose to set reminders within their electronic or internet-based calendars, such as Google or Microsoft Outlook Calendar.

# Disease Reporting Requirements

## Reporting Communicable Diseases

The ADHS [Office of Infectious Disease Services](#) lists diseases that must be reported by school or child care personnel to the county/local health department according to Arizona Administrative Code [R9-6-201 through 207](#). Note that some of these diseases must be reported immediately by phone. Reporting forms can be found [here](#).

ADHS/BIZS requests that schools and child care providers report all cases of measles, any rumors of measles, and any illness with both rash and fever to your county health department by telephone. Please do not wait until the child returns to child care or school before making the telephone report. Do not call the BIZS to report a suspected or confirmed case. Please call your county's local health department.

## Disease Outbreaks

The Health Officer of a county health department/local health jurisdiction has the authority to take all appropriate actions necessary to control or eliminate the spread of disease. County health departments also work with state health department officials, the Superintendent of Schools, and the Governor's office as needed/in special circumstances to develop directives and guidance.

School and child care staff must follow these directives to support public health actions if an outbreak is declared:

- Cooperate with the local health department's directives.
- Identify students and staff exposed to the disease.
- Review immunization records to identify susceptible students and staff.
- Contact your local health department to determine if susceptible students should be excluded until the danger of the outbreak passes.
- Communicate with parents, students, and staff, and provide information from and as directed by the local health department.
- Review the ADHS [Infectious Disease Flip Chart](#) for information about specific diseases.

## Vaccine-Preventable Diseases

Arizona’s school and child care immunization requirements help protect children against the following diseases. For more information about these and other vaccine-preventable diseases (VPD) that can be shared with parents, visit the Centers for Disease Control and Prevention (CDC) website for parents on [Diseases & the Vaccines that Prevent Them](#).

[Diphtheria](#) – A contagious and potentially life-threatening bacterial infection that affects the nose, throat, and skin. Diphtheria is spread by coughing or sneezing. The bacteria produce a toxin that can cause life-threatening swelling of the neck and can also affect the heart and nervous system. Serious symptoms and effects include: heart failure, paralysis (can’t move parts of the body), breathing problems, coma, and death.

[Tetanus](#) – Sometimes known as lockjaw, a severe bacterial infection that affects the body’s muscles and nerves. The bacteria live in the dirt and the intestines and feces of animals and enter the body through cuts, punctures, or other wounds. Serious symptoms and effects include: “locking” of the jaw, difficulty in swallowing and breathing, seizures (jerking and staring), painful tightening of muscles in the head and neck, and death. Tetanus can cause serious illness and has been fatal in 11% of reported cases.

[Pertussis](#) – A serious disease, especially for babies, commonly called “whooping cough”. It is extremely contagious and spreads easily through coughing and sneezing. Most babies who get pertussis have to be hospitalized and some die. Most babies who get pertussis are infected by an adult or older child. Serious symptoms and effects include: difficulty breathing, severe coughing fits that can cause vomiting and exhaustion, pneumonia, seizures (jerking and staring), brain damage, and death.

[Polio](#) – A highly contagious viral disease that can invade the nervous system. The virus lives in the throat and intestines of an infected person and usually spreads to other people through contact with feces. Serious symptoms and effects include: paralysis (can’t move parts of the body), meningitis (infection of the brain and spinal cord covering), permanent disability, and death.

[Measles](#) – Spreads when a person infected with the measles virus breathes, coughs, or sneezes. It is very contagious and spreads quickly and easily between people. Serious symptoms and effects include: pneumonia, seizures (jerking and staring), brain damage, and death.

[Mumps](#) – A contagious viral disease that spreads through coughing, sneezing, or casual contact with an infected person. The virus causes swelling in the cheeks or jaw and neck areas. Serious symptoms and effects include: deafness, meningitis (infection of the brain and spinal cord covering), and a painful swelling of the testicles or ovaries, sterility, and death.

[Rubella](#) – Also known as German measles or three-day measles, a contagious viral infection that can strike children and adults and is very dangerous for pregnant women and their unborn babies. It spreads through coughing, sneezing, or just talking with an infected person. Serious symptoms and effects include: rash, arthritis, and muscle or joint pain. If a woman gets rubella while she is pregnant, she could have a miscarriage or her baby could be born with serious birth defects such as deafness, heart

problems, or brain damage.

[Hib \(Haemophilus influenzae type b\)](#) – Bacterial disease that is very dangerous to children under five years old and even more dangerous to infants. It is caused by contact with an infected person.

Disease-causing bacteria enter the body through the nose and throat. Serious symptoms and effects include: meningitis (infection of the brain and spinal cord covering), pneumonia, severe swelling in the throat that makes it hard to breathe, infections of the blood, joints, bones, and covering of the heart, and death.

[Hepatitis A](#) – Liver disease caused by a virus. It is transmitted by swallowing the virus (fecal-oral route). The disease spreads through contact with someone who has hepatitis A or not washing hands after going to the bathroom and then preparing or touching food. Serious symptoms and effects include: jaundice (yellow skin or eyes), “flu-like” illness, hospitalization, and death.

[Hepatitis B](#) – Serious liver infection caused by a virus. Spreads through contact with infected blood or body fluids. Babies can be infected during childbirth if the mother is infected. Serious symptoms and effects include: jaundice (yellow skin or eyes), lifelong liver problems, such as scarring and liver cancer, and death.

[Varicella \(Chickenpox\)](#) – A highly contagious viral infection that causes small, itchy blisters on the skin. It can be especially serious in teenagers and adults who have never had the disease. It is spread through coughing, sneezing, and contact with an infected person’s chickenpox sores. Serious symptoms and effects include: severe skin infections, pneumonia, brain damage, and death.

[Meningococcal disease](#) – A bacterial illness that can be very severe, causing hospitalization, loss of limbs, or death. The disease commonly causes bacterial meningitis, an infection of the covering of the brain and spinal cord. It can also cause infections in the blood. The bacteria are spread from person-to-person through the exchange of respiratory and throat secretions (saliva or spit) during close contact.

## Resources

Arizona Revised Statutes 15-871 through 15-874	<a href="#">Arizona Revised Statutes</a>
Arizona Administrative Code, Title 9, Chapter 6, Article 7	<a href="#">AZ Administrative Code, Title 9</a>
<b>State Offices</b>	
<a href="#">Bureau of Immunization Services (BIZS)</a>	602.364.3630
<a href="#">AZ State Immunization Information System (ASIIS)</a>	602.364.3899, 877.491.5741
<a href="#">Arizona Department of Education - School Safety &amp; Social Wellness</a>	602.542.8700
<a href="#">ADHS - Child Care Facilities Licensing - Home</a>	602.364.2539
Arizona Department of Education	<a href="http://www.azed.gov">http://www.azed.gov</a>
Arizona Department of Education Office of Homeless Education	<a href="https://www.azed.gov/homeless">https://www.azed.gov/homeless</a>
ADHS Child Care Facilities Licensing Bureau	<a href="#">Child Care Facilities Licensing - Home</a>
<b>County Offices</b>	
<a href="#">Apache County Public Health Services District</a>	928.333.2415
<a href="#">Cochise Health and Social Services</a>	520.432.9400
<a href="#">Coconino County Public Health Services District</a>	928.679.7272
<a href="#">Gila County Division of Health &amp; Emergency Services</a>	928.425.3189
<a href="#">Graham County Health Department</a>	928.428.0110
<a href="#">Greenlee County Health Department</a>	928.865.2601
<a href="#">La Paz County Health Department</a>	928.669.1100
<a href="#">Maricopa County Department of Public Health</a>	602.506.6900
<ul style="list-style-type: none"> <li><a href="#">Immunization Program &amp; Communicable Disease Reporting</a></li> </ul>	602.506.6767

<a href="#">Mohave County Department of Public Health</a>	928.753.0714
<a href="#">Navajo County Public Health Services District</a>	928.532.6050
<a href="#">Pima County Health Department</a> <ul style="list-style-type: none"> <li>• <a href="#">Immunization Program</a></li> </ul>	520.724.7988 520.724.7763
<a href="#">Pinal County Public Health Services District</a>	520.866.7358
<a href="#">Santa Cruz County Health Department</a>	520.375.7900
<a href="#">Yavapai County Community Health Services</a>	928.583.1000
<a href="#">Yuma County Public Health Services District</a>	928.317.4559
<b>College Information</b>	
American College Health Association (ACHA)	<a href="http://www.acha.org">http://www.acha.org</a>
<b>Vaccine Resources</b>	
The Arizona Partnership for Immunization (TAPI)	<a href="http://www.whymmunize.org">http://www.whymmunize.org</a>
MyIR (My Immunization Record)	<a href="https://myir.net">https://myir.net</a>
Centers for Disease Control (CDC) & Prevention, Vaccines <ul style="list-style-type: none"> <li>• CDC Pinkbook: Epidemiology and Prevention of Vaccine-Preventable Diseases</li> <li>• Common Vaccine Names and Abbreviations</li> </ul>	<a href="http://www.cdc.gov/vaccines">http://www.cdc.gov/vaccines</a> <ul style="list-style-type: none"> <li>• <a href="https://www.cdc.gov/pinkbook/site.html">https://www.cdc.gov/pinkbook/site.html</a></li> <li>• <a href="https://www.cdc.gov/vaccines/hcp/vaccines-us/?CDC_AAref_Val=https://www.cdc.gov/vaccines/terms/usvaccines.html">https://www.cdc.gov/vaccines/hcp/vaccines-us/?CDC_AAref_Val=https://www.cdc.gov/vaccines/terms/usvaccines.html</a></li> </ul>
American Academy of Pediatrics (AAP)	<a href="http://www.aap.org">http://www.aap.org</a>
Immunization Action Coalition (IAC) <ul style="list-style-type: none"> <li>• IAC – Ask the Expert</li> </ul>	<a href="http://www.immunize.org">http://www.immunize.org</a> <a href="https://www.immunize.org/askexperts">https://www.immunize.org/askexperts</a>
Vaccine Adverse Event Reporting System (VAERS)	<a href="https://vaers.hhs.gov">https://vaers.hhs.gov</a>