



IUSD HEALTH SERVICES

REQUIRED HEALTH DOCUMENTS FOR REGISTRATION

GUIDELINES FOR REGISTERING OFFICE ASSISTANT & HEALTH ASSISTANT

1. IUSD follows the California State requirement of **“NO SHOTS, NO SCHOOL”**. Immunizations must be current and up to date.
2. Parent/Guardian must present immunization records upon registration. The law states that students cannot register and be admitted without immunization records.
3. **All records must be in easily understandable.**
4. **All records must have child’s first name, last name and date of birth.**
5. Make a copy of all immunization documentation.
6. Verify that immunization dates in Aeries are correct and that the student has met all requirements for school entry.
7. Registering Office Assistant will place copy of immunization records in the Health Cum folder. The Health Assistant will double-check the immunizations prior to printing out a new CSIR card (blue card).
8. The home school registering a student is responsible for immunization verification and data entry in Aeries. Please do not send on the registration to the school the student will be enrolled at without immunization clearance.
9. **Health Condition Information** card (salmon card, 75.80035) must be turned in at registration. Place this in the Health Cum folder for the Nurse to review.
10. **Physical Exam** is required for students entering TK, Kinder and 1st grade students and is to be submitted at time of registration. If they have not had this done at the time of registration the student has 30 days from the date of entering school to receive this exam and submit the paperwork to the school. Please inform the Health Assistant so they can follow-up with the parent.
 - a) TK – within 12 months of entering TK. This will qualify for Kinder entry but a new physical exam will need to be submitted prior to 1st grade entry.
 - b) Kinder – within 6 months of entering Kinder. If more than 6 months another will be required prior to 1st grade entry.
 - c) 1st grade – within 18 months of entering 1st grade.

Acceptable Immunization Documentation:

- Electronic printout from a medical provider or clinic.
- CAIR (California Immunization Registry) electronic print out
- U.S. Department of State Immigration record
- Official state/country immunization record
- Receipt or prescription medication form from a pharmacy or clinic (commonly done for Tdap)
- Titer to confirm immune status to any or all immunizations (*A Titer is a blood test that checks your immune status to vaccinations or diseases you may have received in the past.*) Laboratory titer **levels/results** are not sufficient to document immunity. The physician must provide interpretation of the titer results (e.g. a letter/waiver from the physician stating that based on the titer results, he/she has made the determination that the student has immunity/antibodies to the disease; the letter must specifically state which vaccines are exempt based on the titer results). Titers are a permanent medical exemption and therefore documented in Aeries as such.
- Immunization records with dates and office stamps next to each date.
- Immunization records with dates and “transcribed” next to each dose, with office stamp on the front of the card **or** next to each dose.
- Immunization records with dates and office staff signature or handwritten “transcribed” next to each dose, with office stamp on the front of the card **or** next to each dose.
- Immunization records with a date and typewritten or handwritten country next to each dose, with office stamp on the front of the card **or** next to each dose.
- Signed and/or stamped CSIR (blue) card from a transferring school
- Immunization records faxed or emailed directly to school staff member from Doctors’ office or previous school(s).
- If quotation marks are used where an office stamp or signature should be, we will accept **ONLY** if it is underneath an original stamp or signature and there is an office stamp on the front of the card **or** next to each dose.

Not Acceptable Immunization Documentation:

- Immunization records that are not easily understandable.
- Immunization records missing doctor/clinic office stamp.
- Immunization records with a date but blank in the stamp area next to each dose.
- Immunization records with a date, signature or handwritten “transcribed” next to each dose but no doctor/clinic office stamp on the front of the card **or** next to each dose.
- Immunization records handwritten without a doctor/clinic stamp and signature.
- Immunization records with typewritten country on another piece of paper taped, glued or stapled on top of the card.
- Immunization records on a physical exam form (except Orange County Health Care Agency).