

# New York State Department of Health School Immunization Worksheet for Grades K-12

Completion Instructions on Page 2

Do Not Return This Form

Keep For Your Records

School Name \_\_\_\_\_

Room \_\_\_\_\_ Grade \_\_\_\_\_ Total Enrollment \_\_\_\_\_ Prepared By \_\_\_\_\_

1		2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total Number of Students		Students Without Immunization Record	Medical Exemptions	Diphtheria, Tetanus and Pertussis (DTaP/DT)	Polio	Measles	Mumps	Rubella	Hepatitis B	Varicella (Chickenpox)	Tdap Booster Tetanus, Diphtheria and Pertussis	MenACWY	Completely Immunized	In Process	Homeless Students
		Students with no proof of immunity	Students with a valid DOH-5077 on file	See criteria on Page 2	See criteria on Page 2	See criteria on Page 2	See criteria on Page 2	See criteria on Page 2	See criteria on Page 2	See criteria on Page 2	See grade requirements and criteria on Page 2	See grade requirements and criteria on Page 2	Students who meet all the requirements for columns 4-12. Do not include students from column 2.	See criteria on Page 2	Students considered homeless under McKinney Vento
Name	DOB														
Sub-total this page															
Summary Totals															
Number of students this page _____															

**TABULATING THE DATA**

Add the number of "X's" in each column and enter the sub-totals on each page.  
 Add the sub-totals for each page and enter the summary totals on the last page.  
 Transfer all totals by grade onto the Survey Summary Form.

## INSTRUCTIONS FOR SCHOOL IMMUNIZATION WORKSHEET GRADES K-12

- Use this worksheet to help you fill out the survey form. This worksheet is for your own records and does not need to be returned.
- Only transfer “Summary Totals” from the front of the last worksheet to the survey form.
- The immunization status of all students in grades K-12 should be included, not only new entrants.
- Intervals between doses of vaccine must be in accordance with the Advisory Committee for Immunization Practices (ACIP) Recommended Immunization Schedules for Persons 0 Through 18 Years of Age.
- For children who are behind or started late, refer to the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind available at: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html>

Column 1. Enter the name and birthday for month, day, year for each student on a separate line.

Column 2. Enter an “X” in the Students Without Immunization Record box for those students who do not have an immunization record or other proof of immunity on file. Do not count students who do not have an immunization record in columns 4 through 14. Do not count students who have medical exemptions in this column.

Column 3. Enter an “X” in the Medical Exemptions box for those students who have a valid medical exemption (form DOH- 5077) from a physician licensed to practice medicine in the State of New York.

Column 4. Enter an “X” in the Diphtheria, Tetanus and Pertussis (DTaP) box for those students who have received 5 doses of DTaP vaccine, or 4 doses with the 4th dose on or after the 4th birthday, or 3 doses if 7 years or older and the series was started at 1 year or older. The final dose must have been received at 4 years of age or older.

Column 5. Enter an “X” in the Polio box for those students who have received 4 doses of polio vaccine, or 3 doses with the 3rd dose on or after the 4th birthday. The final dose must have been received at 4 years of age or older. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient. Serological evidence of immunity to all 3 serotypes of polio is also acceptable proof of immunity to polio disease if accepted prior to September 1, 2019. For children with a record of OPV, only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements.

Column 6. Enter an “X” in the Measles box for those students who have received 2 doses of measles vaccine, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of measles disease. The first dose must not have been received more than 4 days prior to their first birthday, and the second dose must have been received at least 28 days later.

Column 7. Enter an “X” in the Mumps box for those students who have received 2 doses of mumps vaccine, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of mumps disease. The first dose must not have been received more than 4 days prior to their first birthday, and the second dose must have been received at least 28 days later.

Column 8. Enter an “X” in the Rubella box for those students who have received at least 1 dose of rubella vaccine no more than 4 days prior to their first birthday, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of rubella disease.

Column 9. Enter an “X” in the Hepatitis B box for those students who have received 3 doses of hepatitis B vaccine or 2 doses of adult Recombivax. The 2 dose series is only acceptable for students who received the 2 doses between the ages of 11 and 15 years. Serological evidence of immunity to hepatitis B disease is also acceptable proof of immunity for school attendance.

Column 10. Enter an “X” in the Varicella (Chickenpox) box for those students who have received 2 doses of varicella vaccine, or who have been diagnosed by a physician, physician assistant, or nurse practitioner as having had varicella disease, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of varicella disease. The first dose must not have been received more than 4 days prior to their first birthday, and the second dose must have been received at least 28 days later.

Column 11. Enter an “X” in the Tdap Booster box for those students who have received a dose of Tdap. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap. In school year 2023-2024, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6-9; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 10 through 12.

Column 12. Enter an “X” in the MenACWY box for those students in grades 7-11 who have received a dose of MenACWY vaccine. Enter an “X” in the MenACWY box for those students enrolled in grade 12 who have received either 2 doses of MenACWY vaccine or 1 dose of MenACWY vaccine, if the first dose was received on or after 16 years of age. In school year 2023-2024, minimum age for grades 7-10: 10 years; minimum age for grades 11 and 12: 6 weeks.

Column 13. Enter an “X” in the Completely Immunized box for those students who meet all requirements for columns 4 through 12. Students counted in column 2 should not be counted in column 13.

Column 14. Enter an “X” in the In Process box for those students who are not completely immunized and who have received at least the first dose of each required vaccine series and have age-appropriate appointments to complete the series according to the ACIP catch-up schedule.

Column 15. Enter an “X” in the Homeless Students box for those students who are considered homeless under McKinney Vento.