

Online Reporting Instructions & School Immunization Report

To complete the annual report, visit www.ImmunizeIdahoSIR.com.
Your school's username and password are on the ORANGE paper
included in this packet.

Online Reporting Instructions

2013-2014 School Immunization Report (SIR)

As a security feature, the online reporting system logs users out after 15 minutes of inactivity. Therefore, since we know you have phone calls to take, meetings to go to, and countless other matters to attend to, here's what we suggest:

1. Complete the report on the enclosed worksheet prior to attempting to submit your report online.
2. Once you've completed the report on the hardcopy, login to the online reporting system and simply enter your numbers and submit the report.

Please follow these instructions to submit your 2013-2014 School Immunization Report.

LOGIN

- Type www.ImmunizeIdahoSIR.com into your Internet address bar (highlighted in the image to the right).
- Enter your school's username and password provided on the **ORANGE** paper included in this packet.
 - ✓ You can **NOT** login with your IRIS username and password.
- Select **Login** to access the report.

Welcome

Reports must be submitted no later than **NOVEMBER 1, 2013**.

Please complete the report for all Kindergarten, First Grade, and Seventh Grade students enrolled in your school. Idaho Code requires all students (preschool and grades K-12) attending a public, private or parochial school in Idaho to meet minimum immunization requirements or have a valid medical, religious or personal exemption form on file at registration and before attendance to school (IDAPA 16.02.15).

School immunization reports **MUST** be submitted online. Reports that are faxed or mailed will not be accepted. If you do not have Internet access, please contact the Idaho Immunization Program as soon as possible to make alternate arrangements.

Report Login

Username:

Password:

[Forgot Login Information](#)

EDIT PROFILE

- Once you login, you will need to update your contact information and answer the school nurse questions.
 - ✓ If you are a school nurse dividing your time between multiple schools, please indicate the number of hours you work at the school for which you are completing the report.
- Select **Save** after editing your profile to save your changes.

Your Profile:

Respondent Information

Job Title:

Last Name:

First Name:

Work Phone Number: Ext.

Work Fax Number:

E-Mail Address:

Alternate Contact

Job Title:

Last Name:

First Name:

Work Phone Number: Ext.

Work Fax Number:

E-Mail Address:

School Information

Year School:

Address:

City:

State:

Zip:

County:

District Name:

District Code:

Type: Public Private Charter

Does the school have a school nurse?:

How many hours per week is the school nurse at this school?:

What is the school nurse's last name?:

SELECT GRADES OFFERED

- Indicate which grades are offered in your school.
- If a grade level is usually offered at your school, but there is no enrollment in that grade this year, indicate that the grade is offered and then enter all zeros when you complete the report for that particular grade.

Kindergarten **1st Grade** **7th Grade**

No data submitted. No data submitted. No data submitted.

Yes, we offer Kindergarten. Yes, we offer 1st Grade. Yes, we offer 7th Grade.

No, we do not offer Kindergarten. No, we do not offer 1st Grade. No, we do not offer 7th Grade.

ENTER REPORT

- Select **Enter Report** to complete the report for each grade level offered at your school.
- You may login multiple times to work on your report before selecting **Submit Final Report**.

Kindergarten **1st Grade** **7th Grade**

No data submitted. No data submitted. No data submitted.

Yes, we offer Kindergarten. Yes, we offer 1st Grade. Yes, we offer 7th Grade.

No, we do not offer Kindergarten. No, we do not offer 1st Grade. No, we do not offer 7th Grade.

KINDERGARTEN REPORT (example)

Step 1:

In Step 1, enter the total number of students who are Adequately Immunized, Conditionally Admitted, Exempted, Incomplete, or have No Record. The sum of these five sections must equal the Total Enrollment for that grade level.

- A. **Adequately Immunized:** Enter the total number of students with an immunization record on file at the school documenting that all required school immunizations have been received.
- B. **Conditionally Admitted:** Enter the total number of students with a valid Conditional Admission form on file at school. Conditionally Admitted students must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations (meaning that no doses are currently due).
- C. **Exemptions:** Enter the total number of students with a valid Idaho Certificate of Immunization Exemption form on file at school.
- If a student has claimed an exemption, do not count the student in the overall total Adequately Immunized category in Step 1 - even if the student has received *some* vaccine doses. You will be able to indicate the specific vaccines the student has exempted from in Step 2.
- D. **Incomplete:** Enter the total number of students meeting any one of the following conditions:
- has received fewer than the required number of doses of a required immunization and does not have the remaining required vaccine doses scheduled per the Conditional Admission process, or
 - has failed to continue to receive immunizations as provided on the Conditional Admission form, or
 - has received one or more doses at less than the minimum interval or less than the minimum age as recommended by the ACIP, or
 - has not received any doses of the required immunizations and doesn't have a valid Idaho Certificate of Immunization Exemption form on file at school.
- E. **No Record:** Enter the total number of students without an immunization record on file at the school.
- F. **Total Enrollment:** Total number of students enrolled in the grade (Sum of A+B+C+D+E).

Kindergarten Report

Step 1 Step 2

Use the [TAB] key to move between fields. The [ENTER] key will submit the survey.

Kindergarten

A. Total number of ADEQUATELY IMMUNIZED students

Total number of children with an immunization record on file at the school documenting that all school required immunizations have been received.

B. Total number of CONDITIONALLY ADMITTED students

Total number of students that were Conditionally Admitted and are currently on schedule for subsequent immunizations.

C. Total number of students with an EXEMPTION on file at the school

Total number of students with MEDICAL exemptions

Total number of students with RELIGIOUS exemptions

Total number of students with PHILOSOPHICAL/PERSONAL exemptions

D. Total number of INCOMPLETE students

Total number of students missing 1+ valid doses of required vaccine and doesn't have the still-needed doses scheduled or has failed to follow the Schedule of Intended Immunizations form.

E. Total number of students with NO RECORD on file at the school

Total number of students who have no immunization record on file at the school

F. TOTAL ENROLLMENT

Total number of students enrolled in each of the following grades (Sum of Sections A+B+C+D+E)

Next Cancel

Step 2:

In Step 2, enter the number of students who are Adequately Immunized, Conditionally Admitted, Exempted, Incomplete, or have No Record by each vaccine type. For example, if you have two kindergarten students who are Conditionally Admitted (one student for the 2nd dose of Varicella and the other student for the 2nd dose of Hepatitis A), here is how you would document this on the report:

- ✓ In Step 1, enter '2' in Section B, Total Conditionally Admitted.
- ✓ In Step 2, enter '1' in the Conditionally Admitted Categories in Section K, Varicella and in Section L, Hepatitis A.

- The sum of each individual section (G, H, I, J, K, L) must equal the **Total Enrollment** number reported in Step 1 for Kindergarten.
- The total number of students with **No Record** entered in Step 1 will be automatically filled in on each section of Step 2.
- Section K. Varicella (Chickenpox)
 - As with the other sections, the sum of all categories in Section K must equal the **Total Enrollment** number reported in Step 1.
 - There are two exemption categories for Varicella. View the exemption form for children with a Varicella exemption to determine if the exemption was claimed for medical, religious or personal reasons **OR** claimed for chickenpox disease history not documented by a physician.
- Select **Save** once you have completed the report for Kindergarten.
- Note: Selecting **Back** or **Cancel** before saving changes will cause your data to be lost.

Kindergarten Report

Step 1 Step 2

G. Diphtheria, Tetanus, Pertussis (DTaP, DT, Td)
5 doses required for children born after 9/1/1999, otherwise 4 doses are required

Adequately Immunized - Total number of students adequately immunized with DTaP

Conditionally Admitted - Total number of students conditionally admitted for DTaP

Exempt - Total number of students exempted from DTaP

Incomplete - Total number of students missing 1+ doses of DTaP

No Record - Total number of students with no immunization record (must match Section E)

H. Polio (IPV, OPV)
4 doses required for children born after 9/1/2005, otherwise 3 doses are required

Adequately Immunized - Total number of students adequately immunized with Polio

Conditionally Admitted - Total number of students conditionally admitted for Polio

Exempt - Total number of students exempted from Polio

Incomplete - Total number of students missing 1+ doses of Polio

No Record - Total number of students with no immunization record (must match Section E)

I. Measles, Mumps Rubella (MMR)
2 doses required if born after 9/1/1999, otherwise 1 dose is required

Adequately Immunized - Total number of students adequately immunized with MMR

Conditionally Admitted - Total number of students conditionally admitted for MMR

Exempt - Total number of students exempted from MMR

Incomplete - Total number of students missing 1+ doses of MMR

No Record - Total number of students with no immunization record (must match Section E)

J. Hepatitis B
3 doses required for all children

Adequately Immunized - Total number of students adequately immunized with Hep B

Conditionally Admitted - Total number of students conditionally admitted for Hep B

Exempt - Total number of students exempted from Hep B

Incomplete - Total number of students missing 1+ doses of Hep B

No Record - Total number of students with no immunization record (must match Section E)

K. Varicella (Chickenpox)
2 doses required if born after 9/1/2005, otherwise zero doses are required

Adequately Immunized - Total number of students adequately immunized with Varicella

History of chickenpox disease documented by licensed health care professional

Conditionally Admitted - Total number of students conditionally admitted for Varicella

Exemption claimed for medical, religious, or personal reasons

Exemption claimed for chickenpox disease HISTORY not documented by physician

Incomplete - Total number of students missing 1+ doses of Varicella

No Record - Total number of students with no immunization record (must match Section E)

L. Hepatitis A
2 doses required if born after 9/1/2005, otherwise zero doses are required

Adequately Immunized - Total number of students adequately immunized with Hep A

Conditionally Admitted - Total number of students conditionally admitted for Hep A

Exempt - Total number of students exempted from Hep A

Incomplete - Total number of students missing 1+ doses of Hep A

No Record - Total number of students with no immunization record (must match Section E)

REPORTING ERRORS

- If there is an error in any submitted report, the report will re-appear on the screen with errors highlighted in red.
- Correct the errors and select **Save**. You will be unable to save the report if any errors remain.

SUBMITTING THE REPORT

- Once you have completed the report for each grade offered at your school, select **Submit Final Report**.
- Once you have submitted your report for all grades offered, you are done. Congratulations! We recommend that you print a copy of the completed report for your records.

Kindergarten	1st Grade	7th Grade
Submitted on 9/23/2013	Submitted on 9/23/2013	Our records indicate that you do not have 7th Grade.
<input type="button" value="Edit Report"/>	<input type="button" value="Edit Report"/>	
» Printable Report	» Printable Report	
<input checked="" type="radio"/> Yes, we offer Kindergarten.	<input checked="" type="radio"/> Yes, we offer 1st Grade.	<input type="radio"/> Yes, we offer 7th Grade.
<input type="radio"/> No, we do not offer Kindergarten.	<input type="radio"/> No, we do not offer 1st Grade.	<input checked="" type="radio"/> No, we do not offer 7th Grade.
<input type="button" value="Submit Final Report"/>		

INSTRUCTIONS

Reports must be submitted no later than **NOVEMBER 1, 2013**.

Please complete the report for all Kindergarten, First Grade, and Seventh Grade students enrolled in your school. Idaho Code requires all students in preschool and grades K-12 attending a public, private or parochial school in Idaho to meet minimum immunization requirements at the time of registration and before attendance to school (IDAPA 16.02.15).

School immunization reports **MUST** be submitted online. Reports that are faxed or mailed will not be accepted. If you do not have Internet access, please contact the Idaho Immunization Program as soon as possible to make alternate arrangements.

To avoid losing your work, we strongly recommend that you complete the 2013-2014 School Immunization Report (SIR) on this worksheet prior to attempting to submit your report online.

DEFINITIONS

The following are definitions of terms which are used in the annual report.

1. **ADEQUATELY IMMUNIZED** – a child with an immunization record on file at the school documenting that all school required immunizations have been received.
2. **CONDITIONAL ADMISSION** – a child who has received at least one dose of each required vaccine and is currently on schedule for subsequent immunizations may be conditionally admitted to school provided the child's parent/guardian completes the Conditional Admission to School form. If the immunization is not received by the expiration date on the Schedule of Intended Immunizations form, the student will be considered incomplete and the exclusion process must begin.
3. **EXEMPTION** – a relief from the statutory immunization requirements by reason of medical, religious, or personal reasons as defined in Section 110 of the Idaho Administrative Code (IDAPA 16.02.15).
4. **INCOMPLETE** – a child meeting any one of the following conditions:
 - a. has received fewer than the required number of doses of a required immunization and does not have the remaining required vaccine doses scheduled, or
 - b. has failed to continue to receive immunizations as provided on the Schedule of Intended Immunizations form, or
 - c. has received one or more doses at less than the minimum interval or less than the minimum age as recommended by the ACIP, or
 - d. has not received any doses of the required immunizations and does not have a valid exemption on file at the school.
5. **NO RECORD** – a child who has no immunization record on file at the school.

STATE OF IDAHO SCHOOL IMMUNIZATION REPORT

Report Period 2013-2014	Name of School	School District #	Type of School Public <input type="checkbox"/> Private <input type="checkbox"/> Charter			
Date of Report (MM/DD/YY)	Name and Title of Person Completing Report	E-mail Address				
School Address	City	State ID	Zip	County	Phone (208) _____ - _____	
				Kindergarten	First Grade	Seventh Grade
A. Total number of ADEQUATELY IMMUNIZED students						
<i>Total number of children with an immunization record on file at the school documenting that all school required immunizations have been received.</i>						
B. Total number of CONDITIONALLY ADMITTED students						
<i>Total number of students that were Conditionally Admitted and are <u>currently</u> on schedule for subsequent immunizations.</i>						
C. Total number of students with an EXEMPTION on file at the school						
• Total number of students with MEDICAL exemptions						
• Total number of students with RELIGIOUS exemptions						
• Total number of students with PHILOSOPHICAL/PERSONAL exemptions						
D. Total number of INCOMPLETE students						
<i>Total number of students missing 1+ valid doses of a required vaccine and doesn't have the still-needed doses scheduled or has failed to follow the Schedule of Intended Immunizations form.</i>						
E. Total number of students with NO RECORD on file at the school						
<i>Total number of students who have no immunization record on file at the school</i>						
F. TOTAL ENROLLMENT						
<i>Total number of students enrolled in each of the following grades (Sum of Sections A+B+C+D+E)</i>						
G. DIPHTHERIA, TETANUS, PERTUSSIS (DTaP, DTP, DT, Td) <i>5 doses required for children born after 9/1/1999, otherwise 4 doses are required</i>						
• Adequately Immunized – Total number of students adequately immunized with DTaP						
• Conditionally Admitted – Total number of students conditionally admitted for DTaP						
• Exempt – Total number of students exempted from DTaP						
• Incomplete – Total number of students missing 1+ doses of DTaP						
• No Record – Total number of students with no immunization record (must match Section E)						
H. POLIO (IPV, OPV) <i>4 doses required for children born after 9/1/2005, otherwise 3 doses are required</i>						
• Adequately Immunized – Total number of students adequately immunized with Polio						
• Conditionally Admitted – Total number of students conditionally admitted for Polio						
• Exempt – Total number of students exempted from Polio						
• Incomplete – Total number of students missing 1+ doses of Polio						
• No Record – Total number of students with no immunization record (must match Section E)						
I. MEASLES, MUMPS, RUBELLA (MMR, MMRV) <i>2 doses required if born after 9/1/1999, otherwise 1 dose is required</i>						
• Adequately Immunized – Total number of students adequately immunized with MMR						
• Conditionally Admitted – Total number of students conditionally admitted for MMR						
• Exempt – Total number of students exempted from MMR						
• Incomplete – Total number of students missing 1+ doses of MMR						
• No Record – Total number of students with no immunization record (must match Section E)						

	Kindergarten	First Grade	Seventh Grade
J. HEPATITIS B <i>3 doses required for all children</i>			
• Adequately Immunized – Total number of students adequately immunized with Hep B			
• Conditionally Admitted – Total number of students conditionally admitted for Hep B			
• Exempt – Total number of students exempted from Hep B			
• Incomplete – Total number of students missing 1+ doses of Hep B			
• No Record – Total number of students with no immunization record (must match Section E)			
K. VARICELLA (CHICKENPOX) <i>2 doses required if born after 9/1/2005, otherwise zero doses are required</i>			
• Adequately Immunized – Total number of students adequately immunized with Varicella			
• History of chickenpox disease documented by licensed health care professional			
• Conditionally Admitted – Total number of students conditionally admitted for Varicella			
• Exempt	Exemption claimed for medical, religious, or personal reasons		
	Exemption claimed for chickenpox disease HISTORY not documented by physician		
• Incomplete – Total number of students missing 1+ doses of Varicella			
• No Record – Total number of students with no immunization record (must match Section E)			
L. HEPATITIS A <i>2 doses required if born after 9/1/2005, otherwise zero doses are required</i>			
• Adequately Immunized – Total number of students adequately immunized with Hep A			
• Conditionally Admitted – Total number of students conditionally admitted for Hep A			
• Exempt – Total number of students exempted from Hep A			
• Incomplete – Total number of students missing 1+ doses of Hep A			
• No Record – Total number of students with no immunization record (must match Section E)			
M. TETANUS, DIPHTHERIA, PERTUSSIS BOOSTER (Tdap) – Please note: Td does NOT meet this requirement <i>1 dose is required for 7th grade – Conditional Admission is not available for Tdap as only 1 dose is required</i>			
• Adequately Immunized – Total number of students adequately immunized with Tdap			
• Exempt – Total number of students exempted from Tdap			
• Incomplete – Total number of 7th graders missing the single dose of Tdap			
• No Record – Total number of students with no immunization record (must match Section E)			
N. MENINGOCOCCAL (Menacra (MCV4), Menomune (MPSV4)) <i>1 dose is required for 7th grade – Conditional Admission is not available for Meningococcal as only 1 dose is required</i>			
• Adequately Immunized – Total number of students adequately immunized with Meningococcal			
• Exempt – Total number of students exempted from Meningococcal			
• Incomplete – Total number of 7th graders missing the single dose of Meningococcal			
• No Record – Total number of students with no immunization record (must match Section E)			

1. This report is required by IDAPA 16.02.15. Idaho Administrative Code, Department of Health and Welfare.
 2. The school should retain a copy of this report for its records.

IMPORTANT NOTE: School immunization reports MUST be submitted online. Reports that are faxed or mailed will not be accepted.