



## **Instructions on How to Complete the Annual School Immunization Survey Using the Worksheet**

This document contains information consistent with the Worksheet.

You will see that specific examples are given for the Kindergarten survey and worksheet but the same instructions apply to the Seventh Grade and Eleventh Grade Worksheets. (Note: Vaccine-specific questions differ based on grade level)

When utilizing the Excel document totals auto-populate as long as entered directly into Excel. If assistance is needed in adding more rows, please reach out. If utilizing PDF, you will need to manually sum the totals to enter the required numbers into the survey.

If Worksheets do not contain any Personally Identifiable Information (E.g., Social security number, name, Date of Birth) you have the option to attach it to the survey. This does not mean you do not have to complete the survey. The option to attach is to help assist in validating data entry.

For any questions contact:  
School Immunization Survey Coordinator: Nimmi Lavu, MPH  
Email: [nimmi.lavu@ky.gov](mailto:nimmi.lavu@ky.gov)

**Our Mission:** To improve the health and safety of people in Kentucky through  
**Prevention, Promotion and Protection**

**Our Vision:** Healthier People, Healthier Communities.

**Our REACH Values:** Responsiveness Equity Accountability Collaboration Honesty





Links to the surveys:

Kindergarten: [https://redcap.link/2023\\_kindergarten\\_immunizations](https://redcap.link/2023_kindergarten_immunizations)

Seventh Grade: [https://redcap.link/2023\\_seventhgrade\\_immunizations](https://redcap.link/2023_seventhgrade_immunizations)

Eleventh Grade: [https://redcap.link/2023\\_eleventhgrade\\_immunizations](https://redcap.link/2023_eleventhgrade_immunizations)

**For each child:**

**1) Enter School Id #**

**2) Under Certificate Information enter "X" under One column**

**3) Under Vaccine Information enter "X" for all that apply per child**

Student School ID #		Certificate Information					Vaccine Specific Information							
		Add an "X" under ONE column PER child					Add an "X" under EACH column that the child has the required # of doses for							
		Current/ Up to Date/ Compliant	Expired/Not Up to Date/ Non Compliant	Medical Exemption	Religious Objection	No Certificate on File	4 or more DTaP/DTP	3 or more Polio (IPV/OPV)	2 or more Hepatitis A	3 or more Hepatitis B	2 or more MMR	2 or more Varicella	History/Diagnosis of Varicella	History/Diagnosis of Varicella & 1 Varicella Vaccine
1	Example 1	X					X	X	X	X	X	X		
2	Example 2		X				X	X		X	X	X		
3	Example 3			X			X	X	X	X	X			X
4	Example 4				X		X	X	X	X	X			
5	Example 5					X								

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## Kentucky Public Health

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At the bottom of the worksheet, you will see that each column has auto calculated. Under each total is a Question # that correlates to the question on the Survey

Total Enrolled	5	Totals	1	1	1	1	1	4	4	3	4	4	2	0	1
Question# correlates to survey	#1		#3	#4	#7	#8	#6	#9	#10	#13	#14	#11	#12	#15	#16

So, the numbers circled in red corresponds to the below question on the Survey. Then you would continue to do this for the rest of the Questions on the Survey

### SECTION 3- KINDERGARTEN: TOTALS & IMMUNIZATION/CERTIFICATE SECTION

NOTE: Information for the following questions should be obtained from the Commonwealth of Kentucky Immunization Certificate for each child enrolled in kindergarten.

1 Total Number of Children Enrolled in Kindergarten at the Time This Survey is Completed

\* must provide value

5

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