



Kentucky Annual School Immunization Survey Instruction Packet 2024-2025 School Year

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





Kentucky Public Health
Prevent. Promote. Protect.

Table of Contents

Introduction	3
Common Definitions	4
Demographics	5
Infinite Campus Report	5
Fillable Excel Worksheet	13

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





Introduction

Per Kentucky Regulation [902 KAR 2:055](#) public and private elementary and secondary schools shall submit results for the Commonwealth of Kentucky Annual School Immunization Survey for Kindergarten, Seventh, and Eleventh grades.

The survey collects vaccination specific data only, not individual student data.

Attention: Please review the following instruction packet as many changes have been made to this year's REDCap survey before submitting your responses.

Key Details:

- **Submission Deadline:** December 31st, 2024
- **Survey Platform:** REDCap
- **Survey Requirements:**
 - All sections must be completed.
 - Homeschooled children who do not attend in-school classes or do not participate in school-related activities should not be included in the count.
 - Schools with multiple campuses must submit separate surveys for each campus.
- **Retention of Records:**
 - Once submitted please download a copy of your survey submission to keep for your records and a copy will also be sent if you opt to receive a confirmation email that your survey was completed.
 - Retain survey materials for one calendar year, for potential data inquiries.

Link to the survey: https://redcap.link/KY_AnnualSchoolImmunization_2024-2025

For further inquiries or assistance, please contact SchoolImmunizationSurveys@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





Common Definitions

- 1) Up to Date: "Up to date" means the child has received all required doses for each vaccine as per ACIP age-based recommendations, excluding those with medical exemptions or religious objections. [ACIP Immunizations for Birth Through 6 Years Old](#); [ACIP Immunizations for Children 7–18 Years Old](#)
 - a. For students to be considered "up-to-date" in a school setting they must be fully immunized with all required vaccines based on the Kentucky school immunization schedule, which may vary slightly from the ACIP recommendations. [KYImmRequirements_SchoolAge.pdf](#).
 - b. For students to be considered "compliant" with [902 KAR 2:060](#), immunization regulations in schools, they either need to have all their current required immunizations (up-to-date), be conditionally (provisionally) enrolled (in Kentucky, a **current certificate** is required two weeks after enrollment) or have a valid medical or religious exemption. A conditional (provisional) certificate can be accepted for enrollment only when a student needs multiple visits to a healthcare provider to achieve a compliant status.
- 2) Not Up to Date: "Not up to date" means the student is missing one or more required doses for a vaccine based on the Kentucky school immunization schedule, and does not have a medical exemption, or religious objection, or is on a catch-up schedule. (With at least one shot on record)
- 3) Religious Objection: "Religious objection" [KRS 214.036](#) requires parents who object to immunization of their child provide a notarized written sworn statement objecting to immunization based on religious grounds. An [EPID 230A](#) form must be on file for the required vaccine(s).
- 4) Medical Exemptions: "Medical exemption" means the student has a valid immunization certificate ([EPID 230](#)/EMR/EHR) with a licensed medical professional noting the specific vaccine(s) they are exempt from receiving.
- 5) No Shots: Has never had any vaccines, and/or does not have documentation of vaccination NOR documentation of exemption.

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





Demographics

- 1) Everyone should complete the first section. If you have no students in kindergarten, seventh or eleventh grade after completing the demographics you will just enter “no” to having the required grades and then the survey will be complete.

Demographics of person completing survey	
First Name: test	Last Name: test
Contact Phone Number: (999) 999-9999	Contact Email Address: test@test.gov
Credentials/Job Title: <input type="radio"/> Nurse (APRN/RN/LPN) <input checked="" type="radio"/> Other <input type="text" value="Teacher"/> reset	
Is your school public or private? <input checked="" type="radio"/> public <input type="radio"/> private reset	
School District *	<input type="text" value="Adair County"/> ▼ <small>Do not use your computers autofill function</small>
School Name *	<input type="text" value="Adair County Elementary School"/> ▼ <small>Do not use your computers autofill function</small>
School's street address *	<input type="text" value="1234 oh my"/>
City *	<input type="text" value="Adairville"/> ▼ <small>Do not use your computers autofill function</small>
County *	<input type="text" value="Adair"/> ▼ <small>Do not use your computers autofill function</small>
Zip code *	<input type="text" value="12345"/>

All the dropdown boxes are search capable and can be typed into instead of scrolling down to find your school district, county, city, or school name. Do not use autofill.

If not using Infinite Campus to complete the survey go to [pg. 13](#) to find instructions on using the fillable Excel worksheet to complete the survey.

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



Infinite Campus Report

- 1) **Access Infinite Campus:** [Infinite Campus Information - Kentucky Department of Education](#)
 - a. Go to the Infinite Campus portal for staff.
 - b. Log in (state announcements may be visible on the dashboard).
 - c. Ensure the school year is set to 2024-2025 and select the appropriate school.
 - i. If you are a district employee with access to multiple schools, ensure the correct school is selected.
- 2) **Navigate to the Health Section:**
 - a. Go to the "Index."
 - b. Select the "Health" section
 - c. Then select "Reports."
- 3) **Generate the Immunization Summary Report:**
 - a. Select "Immunization Summary" for the Infinite Campus report.
 - b. Choose the grade level for which you are generating the report.
- 4) **Set the Effective Date:**
 - a. The date will auto populate to the date you are accessing the report. Leave the effective date as the auto-populated date.
- 5) **Select Exemption Codes:**
 - a. Hold down the Ctrl key and select the exemption codes M (Medical), R (Religious), and H (Hx/Disease).
- 6) **Select Compliance Totals:**
 - a. Select "all vaccine compliance totals"
 - b. Select "compliance totals by vaccine"
 - c. **Important:** Deselect or untoggle "dose count totals by vaccine" to focus on compliance.
- 7) **Vaccine Selection:**
 - a. Untoggle (clear) all vaccine boxes.

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





b. Then, select the specific vaccines you want to include in the report.

i. Kindergarten (00)

1. DTaP, Polio (IPV, OPV), MMR, Hep B, Hep A, Varicella

- ▶ Student Information
- ▶ Census
- ▼ Health
 - Health Office Calendar
 - Health Screening Batch Entry
 - ▼ Reports
 - Early Childhood Failed Screen
 - Student Health Immunization
 - Student Health Screening
 - KY Student Health Screening
 - Archived Health Visits
 - Generic Immunization Extract
 - Health Condition Alerts
 - Health Condition Summary
 - Health Office Visit
 - Health Screenings Compliance
 - Immunization Batch
 - Immunization Certificate
 - Immunization Summary**
 - Immunizations
 - Medication Summary
- ▶ Attendance
- ▶ Ad Hoc Reporting
- ▶ System Administration
- Account Settings

Which students would you like to include in the report?

Grade Ad Hoc Filter

Effective Date: 07/28/2024

Exemption Codes (Choose 8 Max)

- M:Medical
- R:Religious
- H:Hx/Dis
- T:Titer Immune

Select which sections you would like to include in the report.

All vaccines compliance totals

Compliance totals by vaccine

Dose count totals by vaccine

Generate Report

Select the vaccines you would like to include in the report.

Toggle Vaccines

COVID (AstraZeneca)

COVID (J&J)

COVID (Moderna)

COVID (Other 2 Dose)

COVID (Pfizer)

Diphtheria and Tetanus [DT]

Diphtheria-tetanus-pertussis, combined [DTaP, DTP]

Flu - Live

Haemophilus influenza, type B [Hib]

Hepatitis A [Hep A]

Hepatitis B - 2 Dose [Hep B - 2 Dose]

Hepatitis B - 3 Dose [Hep B - 3 Dose]

Hepatitis B [Hep B]

Hib 3 dose series

Human Papillomavirus [HPV]

Influenza

Measles

Measles-Mumps Rubella [MMR]

Measles-Mumps-Rubella-Varicella [MMRV]

Meningococcal

Meningococcal (MenACWY)

Meningococcal B

Mumps

Other

Pneumococcal (PCV)

Pneumococcal (PPV)

Polio [IPV, OPV]

Polio [IPV]

Polio [OPV]

Rotavirus

Rubella

Tetanus, Diphtheria and Acellular Pertussis [Tdap]

Tetanus-diphtheria [Td]

Tuberculosis [BCG]

Varicella

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



ii. Seventh (07)

1. Tdap, MMR, Hep B, Hep A, Varicella, Meningococcal

▸ Student Information

▸ Census

▼ Health

Health Office Calendar

Health Screening Batch Entry

▼ Reports

Early Childhood Failed Screenings Report

Student Health Immunization

Student Health Screening

KY Student Health Screening

Archived Health Visits

Generic Immunization Extract

Health Condition Alerts

Health Condition Summary

Health Office Visit

Health Screenings Compliance Report

Immunization Batch

Immunization Certificate

Immunization Summary

Immunizations

Medication Summary

▸ Attendance

▸ Ad Hoc Reporting

▸ System Administration

Account Settings

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade:

Effective Date:

Exemption Codes (Choose 8 Max)

M: Medical
R: Religious
H: Hx/Dis
T: Titer Immune

Select which sections you would like to include in the report.

All vaccines compliance totals
 Compliance totals by vaccine
 Dose count totals by vaccine

Select the vaccines you would like to include in the report.

Toggle Vaccines

COVID (AstraZeneca)
 COVID (J&J)
 COVID (Moderna)
 COVID (Other 2 Dose)
 COVID (Pfizer)
 Diphtheria and Tetanus [DT]
 Diphtheria-tetanus-pertussis, combined [DTaP, DTP]
 Flu - Live
 Haemophilus influenza, type B [Hib]
 Hepatitis A [Hep A]
 Hepatitis B - 2 Dose [Hep B - 2 Dose]
 Hepatitis B - 3 Dose [Hep B - 3 Dose]
 Hepatitis B [Hep B]
 Hib 3 dose series
 Human Papillomavirus [HPV]
 Influenza
 Measles
 Measles-Mumps Rubella [MMR]
 Measles-Mumps-Rubella-Varicella [MMRV]
 Meningococcal
 Meningococcal (MenACWY)
 Meningococcal B
 Mumps
 Other
 Pneumococcal (PCV)
 Pneumococcal (PPV)
 Polio [IPV, OPV]
 Polio [IPV]
 Polio [OPV]
 Rotavirus
 Rubella
 Tetanus, Diphtheria and Acellular Pertussis [Tdap]
 Tetanus-diphtheria [Td]
 Tuberculosis [BCG]
 Varicella

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



iii. Eleventh (11)

1. Tdap, MMR, Hep B, Hep A, Varicella, Meningococcal

› Student Information

› Census

▼ Health

Health Office Calendar

Health Screening Batch Entry

▼ Reports

Early Childhood Failed Screenings Report

Student Health Immunization

Student Health Screening

KY Student Health Screening

Archived Health Visits

Generic Immunization Extract

Health Condition Alerts

Health Condition Summary

Health Office Visit

Health Screenings Compliance Report

Immunization Batch

Immunization Certificate

Immunization Summary

Immunizations

Medication Summary

› Attendance

› Ad Hoc Reporting

› System Administration

Account Settings

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade: 09, 10, 11, 12, 14

Effective Date: 07/26/2024

Exemption Codes (Choose 8 Max)

M:Medical
R:Religious
H:Hx/Dis
T:Titer Immune

Select which sections you would like to include in the report.

All vaccines compliance totals
 Compliance totals by vaccine
 Dose count totals by vaccine

Select the vaccines you would like to include in the report.

Toggle Vaccines
 COVID (AstraZeneca)
 COVID (J&J)
 COVID (Moderna)
 COVID (Other 2 Dose)
 COVID (Pfizer)
 Diphtheria and Tetanus [DT]
 Diphtheria-tetanus-pertussis, combined [DTaP, DTP]
 Flu - Live
 Haemophilus influenza, type B [Hib]
 Hepatitis A [Hep A]
 Hepatitis B - 2 Dose [Hep B - 2 Dose]
 Hepatitis B - 3 Dose [Hep B - 3 Dose]
 Hepatitis B [Hep B]
 Hib 3 dose series
 Human Papillomavirus [HPV]
 Influenza
 Measles
 Measles-Mumps Rubella [MMR]
 Measles-Mumps-Rubella-Varicella [MMRV]
 Meningococcal
 Meningococcal (MenACWY)
 Meningococcal B
 Mumps
 Other
 Pneumococcal (PCV)
 Pneumococcal (PPV)
 Polio [IPV, OPV]
 Polio [IPV]
 Polio [OPV]
 Rotavirus
 Rubella
 Tetanus, Diphtheria and Acellular Pertussis [Tdap]
 Tetanus-diphtheria [Td]
 Tuberculosis [BCG]
 Varicella

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



8) Generate the Report:

- After completing the above steps, generate the report.
- Once you have generated the report you can complete the survey.

9) Kindergarten:

- If you have kindergartners, you will complete the kindergarten-specific questions.
- Enter the corresponding numbers from the generated report to the corresponding column on the survey.
- Below is a screen grab with color coordination of where the numbers go on the survey.

Kindergarten Immunization Compliance

Total number of students enrolled in Kindergarten							
Vaccine	Compliant	Non-compliant	No Shots/ No Requirement	Medical Exemptions	Religious Objections	Hx/Dis	Total (The total number will only appear if the total number of enrolled students does not match your total!)
All Vaccines							N/A
DTaP (Tetanus, Diphtheria, Pertussis)							N/A
Hep A (Hepatitis A)							N/A
Hep B (Hepatitis B)							N/A
MMR (Measles, Mumps, and Rubella)							N/A
IPV/OPV (Polio)							N/A
Varicella (Chickenpox)							

Immunization Compliance Summary Report
Grade(s): 00
Total Students: 218

Compliance Totals

All Vaccines										
Grade	Compliant	Non-compliant	No Shots	Totals	Exemptions		Hx/Dis	Certificates		
00	133 (61%)	11 (5%)	74 (33.9%)	218	0 (0%)	0 (0%)	0 (0%)	129 (59.2%)	16 (7.3%)	73 (33.5%)
Totals	133	11	74	218	0	0	0	129	16	73
<small>*Non-compliant for at least one vaccine with at least one shot on record</small>										

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] - Compliance Totals						
Grade	Compliant	Non-compliant	No Requirement	Exemptions		Totals
00	136 (62.4%)	82 (37.6%)	0 (0%)	0 (0%)	0 (0%)	218
Totals	136	82	0	0	0	218
<small>*Non-compliant for at least one vaccine with at least one shot on record</small>						

Hepatitis A [Hep A] - Compliance Totals						
Grade	Compliant	Non-compliant	No Requirement	Exemptions		Totals
00	139 (63.3%)	79 (36.2%)	0 (0%)	0 (0%)	0 (0%)	218
Totals	139	79	0	0	0	218
<small>*Non-compliant for at least one vaccine with at least one shot on record</small>						

Hepatitis B [Hep B] - Compliance Totals						
Grade	Compliant	Non-compliant	No Requirement	Exemptions		Totals
00	141 (64.7%)	77 (35.3%)	0 (0%)	0 (0%)	0 (0%)	218
Totals	141	77	0	0	0	218
<small>*Non-compliant for at least one vaccine with at least one shot on record</small>						

Measles-Mumps Rubella [MMR] - Compliance Totals						
Grade	Compliant	Non-compliant	No Requirement	Exemptions		Totals
00	136 (62.4%)	82 (37.6%)	0 (0%)	0 (0%)	0 (0%)	218
Totals	136	82	0	0	0	218
<small>*Non-compliant for at least one vaccine with at least one shot on record</small>						

Polio [IPV, OPV] - Compliance Totals						
Grade	Compliant	Non-compliant	No Requirement	Exemptions		Totals
00	137 (62.8%)	81 (37.2%)	0 (0%)	0 (0%)	0 (0%)	218
Totals	137	81	0	0	0	218
<small>*Non-compliant for at least one vaccine with at least one shot on record</small>						

Varicella - Compliance Totals						
Grade	Compliant	Non-compliant	No Requirement	Exemptions		Totals
00	135 (61.9%)	83 (38.1%)	0 (0%)	0 (0%)	0 (0%)	218
Totals	135	83	0	0	0	218
<small>*Non-compliant for at least one vaccine with at least one shot on record</small>						

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



10) **Seventh Grade:**

- If you have seventh graders, you will complete the seventh-specific questions.
- Enter the corresponding numbers from the generated report to the corresponding column on the survey.
- Below is a screen grab with color coordination of where the numbers go on the survey.

Seventh Grade Immunization Compliance							Immunization Compliance Summary Report																																															
Total number of students enrolled in Seventh Grade							Grade(s): 07 Total Students: 233																																															
Vaccine	Compliant	Non-compliant	No Shots/ No Requirement	Medical Exemptions	Religious Objections	Hx/Dis	Total (The total number will only appear if the total number of enrolled students does not match your total!)	Compliance Totals																																														
All Vaccines	187	38	8	0	0	N/A	233	<table border="1"> <thead> <tr> <th colspan="11">All Vaccines</th> </tr> <tr> <th>Grade</th> <th>Compliant</th> <th>Non-compliant</th> <th>No Shots</th> <th>Totals</th> <th colspan="2">Exemptions</th> <th colspan="3">Certificates</th> </tr> <tr> <td>07</td> <td>187 (80.3%)</td> <td>38 (16.3%)</td> <td>8 (3.4%)</td> <td>233</td> <td>Medical: 0 (0%)</td> <td>Religious: 1 (0.4%)</td> <td>Hx/Dis: 0 (0%)</td> <td>Valid: 175 (75.1%)</td> <td>Expired: 49 (21%)</td> <td>None: 9 (3.9%)</td> </tr> <tr> <td>Totals</td> <td>187</td> <td>38</td> <td>8</td> <td>233</td> <td>0</td> <td>1</td> <td>0</td> <td>175</td> <td>49</td> <td>9</td> </tr> </thead> </table>				All Vaccines											Grade	Compliant	Non-compliant	No Shots	Totals	Exemptions		Certificates			07	187 (80.3%)	38 (16.3%)	8 (3.4%)	233	Medical: 0 (0%)	Religious: 1 (0.4%)	Hx/Dis: 0 (0%)	Valid: 175 (75.1%)	Expired: 49 (21%)	None: 9 (3.9%)	Totals	187	38	8	233	0	1	0	175	49	9
All Vaccines																																																						
Grade	Compliant	Non-compliant	No Shots	Totals	Exemptions		Certificates																																															
07	187 (80.3%)	38 (16.3%)	8 (3.4%)	233	Medical: 0 (0%)	Religious: 1 (0.4%)	Hx/Dis: 0 (0%)	Valid: 175 (75.1%)	Expired: 49 (21%)	None: 9 (3.9%)																																												
Totals	187	38	8	233	0	1	0	175	49	9																																												
Hep A (Hepatitis A)	219	13	0	0	1	N/A	233	<table border="1"> <thead> <tr> <th colspan="7">Hepatitis A [Hep A] - Compliance Totals</th> </tr> <tr> <th>Grade</th> <th>Compliant</th> <th>Non-compliant</th> <th>No Requirement</th> <th>Medical Exemptions</th> <th>Religious Exemptions</th> <th>Totals</th> </tr> <tr> <td>07</td> <td>219 (94%)</td> <td>13 (5.6%)</td> <td>0 (0%)</td> <td>0 (0%)</td> <td>1 (0.4%)</td> <td>233</td> </tr> <tr> <td>Totals</td> <td>219</td> <td>13</td> <td>0</td> <td>0</td> <td>1</td> <td>233</td> </tr> </thead> </table>				Hepatitis A [Hep A] - Compliance Totals							Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals	07	219 (94%)	13 (5.6%)	0 (0%)	0 (0%)	1 (0.4%)	233	Totals	219	13	0	0	1	233															
Hepatitis A [Hep A] - Compliance Totals																																																						
Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals																																																
07	219 (94%)	13 (5.6%)	0 (0%)	0 (0%)	1 (0.4%)	233																																																
Totals	219	13	0	0	1	233																																																
Hep B (Hepatitis B)	220	12	0	0	1	N/A	233	<table border="1"> <thead> <tr> <th colspan="7">Hepatitis B [Hep B] - Compliance Totals</th> </tr> <tr> <th>Grade</th> <th>Compliant</th> <th>Non-compliant</th> <th>No Requirement</th> <th>Medical Exemptions</th> <th>Religious Exemptions</th> <th>Totals</th> </tr> <tr> <td>07</td> <td>220 (94.4%)</td> <td>12 (5.2%)</td> <td>0 (0%)</td> <td>0 (0%)</td> <td>1 (0.4%)</td> <td>233</td> </tr> <tr> <td>Totals</td> <td>220</td> <td>12</td> <td>0</td> <td>0</td> <td>1</td> <td>233</td> </tr> </thead> </table>				Hepatitis B [Hep B] - Compliance Totals							Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals	07	220 (94.4%)	12 (5.2%)	0 (0%)	0 (0%)	1 (0.4%)	233	Totals	220	12	0	0	1	233															
Hepatitis B [Hep B] - Compliance Totals																																																						
Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals																																																
07	220 (94.4%)	12 (5.2%)	0 (0%)	0 (0%)	1 (0.4%)	233																																																
Totals	220	12	0	0	1	233																																																
MMR (Measles, Mumps, and Rubella)	222	10	0	0	1	N/A	233	<table border="1"> <thead> <tr> <th colspan="7">Measles-Mumps Rubella [MMR] - Compliance Totals</th> </tr> <tr> <th>Grade</th> <th>Compliant</th> <th>Non-compliant</th> <th>No Requirement</th> <th>Medical Exemptions</th> <th>Religious Exemptions</th> <th>Totals</th> </tr> <tr> <td>07</td> <td>222 (95.3%)</td> <td>10 (4.3%)</td> <td>0 (0%)</td> <td>0 (0%)</td> <td>1 (0.4%)</td> <td>233</td> </tr> <tr> <td>Totals</td> <td>222</td> <td>10</td> <td>0</td> <td>0</td> <td>1</td> <td>233</td> </tr> </thead> </table>				Measles-Mumps Rubella [MMR] - Compliance Totals							Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals	07	222 (95.3%)	10 (4.3%)	0 (0%)	0 (0%)	1 (0.4%)	233	Totals	222	10	0	0	1	233															
Measles-Mumps Rubella [MMR] - Compliance Totals																																																						
Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals																																																
07	222 (95.3%)	10 (4.3%)	0 (0%)	0 (0%)	1 (0.4%)	233																																																
Totals	222	10	0	0	1	233																																																
MenACWY (Meningococcal ACWY)	191	42	0	0	0	N/A	233	<table border="1"> <thead> <tr> <th colspan="7">Meningococcal - Compliance Totals</th> </tr> <tr> <th>Grade</th> <th>Compliant</th> <th>Non-compliant</th> <th>No Requirement</th> <th>Medical Exemptions</th> <th>Religious Exemptions</th> <th>Totals</th> </tr> <tr> <td>07</td> <td>191 (82%)</td> <td>42 (18%)</td> <td>0 (0%)</td> <td>0 (0%)</td> <td>0 (0%)</td> <td>233</td> </tr> <tr> <td>Totals</td> <td>191</td> <td>42</td> <td>0</td> <td>0</td> <td>0</td> <td>233</td> </tr> </thead> </table>				Meningococcal - Compliance Totals							Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals	07	191 (82%)	42 (18%)	0 (0%)	0 (0%)	0 (0%)	233	Totals	191	42	0	0	0	233															
Meningococcal - Compliance Totals																																																						
Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals																																																
07	191 (82%)	42 (18%)	0 (0%)	0 (0%)	0 (0%)	233																																																
Totals	191	42	0	0	0	233																																																
Tdap (Tetanus, Diphtheria, Pertussis)	0	40	193	0	0	N/A	233	<table border="1"> <thead> <tr> <th colspan="7">Tetanus, Diphtheria and Acellular Pertussis [Tdap] - Compliance Totals</th> </tr> <tr> <th>Grade</th> <th>Compliant</th> <th>Non-compliant</th> <th>No Requirement</th> <th>Medical Exemptions</th> <th>Religious Exemptions</th> <th>Totals</th> </tr> <tr> <td>07</td> <td>0 (0%)</td> <td>40 (17.2%)</td> <td>193 (82.8%)</td> <td>0 (0%)</td> <td>0 (0%)</td> <td>233</td> </tr> <tr> <td>Totals</td> <td>0</td> <td>40</td> <td>193</td> <td>0</td> <td>0</td> <td>233</td> </tr> </thead> </table>				Tetanus, Diphtheria and Acellular Pertussis [Tdap] - Compliance Totals							Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals	07	0 (0%)	40 (17.2%)	193 (82.8%)	0 (0%)	0 (0%)	233	Totals	0	40	193	0	0	233															
Tetanus, Diphtheria and Acellular Pertussis [Tdap] - Compliance Totals																																																						
Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Totals																																																
07	0 (0%)	40 (17.2%)	193 (82.8%)	0 (0%)	0 (0%)	233																																																
Totals	0	40	193	0	0	233																																																
Varicella (Chickenpox)	221	11	0	0	1	N/A	233	<table border="1"> <thead> <tr> <th colspan="7">Varicella - Compliance Totals</th> </tr> <tr> <th>Grade</th> <th>Compliant</th> <th>Non-compliant</th> <th>No Requirement</th> <th>Medical Exemptions</th> <th>Religious Exemptions</th> <th>Hx/Dis</th> <th>Totals</th> </tr> <tr> <td>07</td> <td>221 (94.8%)</td> <td>11 (4.7%)</td> <td>0 (0%)</td> <td>0 (0%)</td> <td>1 (0.4%)</td> <td>0 (0%)</td> <td>233</td> </tr> <tr> <td>Totals</td> <td>221</td> <td>11</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>233</td> </tr> </thead> </table>				Varicella - Compliance Totals							Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Hx/Dis	Totals	07	221 (94.8%)	11 (4.7%)	0 (0%)	0 (0%)	1 (0.4%)	0 (0%)	233	Totals	221	11	0	0	1	0	233												
Varicella - Compliance Totals																																																						
Grade	Compliant	Non-compliant	No Requirement	Medical Exemptions	Religious Exemptions	Hx/Dis	Totals																																															
07	221 (94.8%)	11 (4.7%)	0 (0%)	0 (0%)	1 (0.4%)	0 (0%)	233																																															
Totals	221	11	0	0	1	0	233																																															

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



11) Eleventh Grade:

- If you have eleventh graders, you will complete the eleventh-specific questions.
- Enter the corresponding numbers from the generated report to the corresponding column on the survey.
- Below is a screen grab with color coordination of where the numbers go on the survey.

Eleventh Grade Immunization Compliance							Total	
Total number of students enrolled in Eleventh Grade							Total	
Vaccine	Compliant	Non-compliant	No Shots/No Requirement	Medical Exemptions	Religious Objections	Hx/Dis	(The total number will only appear if the total number of enrolled students does not match your total!)	
All Vaccines	30	55	4	0	0	N/A	89	89
Hep A (Hepatitis A)	30	55	4	0	0	N/A	89	89
Hep B (Hepatitis B)	30	55	4	0	0	N/A	89	89
MMR (Measles, Mumps, and Rubella)	30	55	4	0	0	N/A	89	89
MenACWY (Meningococcal ACWY)	30	55	4	0	0	N/A	89	89
Tdap (Tetanus, Diphtheria, Pertussis)	30	55	4	0	0	N/A	89	89
Varicella (Chickenpox)	27	8	0	0	0		89	89

Immunization Compliance Summary Report											
Grade(s): 11											
Total Students: 89											
Compliance Totals											
All Vaccines											
Grade	Compliant	Non-compliant	No Shots	Totals	Exemptions	Medical	Religious	Hx/Dis	Valid	Certificates Expired	None
11	30	55	4	89	0	0	2	3	39	46	4
Totals	30	55	4	89	0	2	2	3	39	46	4
Non-compliant for at least one vaccine with at least one shot on record											
Hepatitis A [Hep A] - Compliance Totals											
Grade	Compliant	Non-compliant	No Requirement	Totals	Exemptions	Medical	Religious	Totals			
11	30	8	0	89	0	0	1	89			
Totals	30	8	0	89	0	0	1	89			
Hepatitis B [Hep B] - Compliance Totals											
Grade	Compliant	Non-compliant	No Requirement	Totals	Exemptions	Medical	Religious	Totals			
11	32	6	0	89	0	0	1	89			
Totals	32	6	0	89	0	0	1	89			
Measles-Mumps Rubella [MMR] - Compliance Totals											
Grade	Compliant	Non-compliant	No Requirement	Totals	Exemptions	Medical	Religious	Totals			
11	81	3	0	89	0	0	1	89			
Totals	81	3	0	89	0	0	1	89			
Meningococcal - Compliance Totals											
Grade	Compliant	Non-compliant	No Requirement	Totals	Exemptions	Medical	Religious	Totals			
11	30	57	0	89	0	0	2	89			
Totals	30	57	0	89	0	0	2	89			
Tetanus, Diphtheria and Acellular Pertussis [Tdap] - Compliance Totals											
Grade	Compliant	Non-compliant	No Requirement	Totals	Exemptions	Medical	Religious	Totals			
11	0	10	78	89	0	0	1	89			
Totals	0	10	78	89	0	0	1	89			
Varicella - Compliance Totals											
Grade	Compliant	Non-compliant	No Requirement	Totals	Exemptions	Medical	Religious	Hx/Dis	Totals		
11	27	8	0	89	0	0	1	0	89		
Totals	27	8	0	89	0	0	1	0	89		

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



Fillable Excel Worksheet

- 1) First pull together all the students' certificates for the appropriate grades.
- 2) The first tab/sheet on the excel worksheet has instructions on how to use the worksheet.
- 3) Dark blue colored tabs contain the immunization requirements for kindergarten, seventh and eleventh grade.
- 4) The light blue tab has a cheat sheet to be utilized to help identify if the doses were given at the appropriate time intervals and if so, the doses will be considered valid.
 - a. If the certificate has been generated by the Kentucky Immunization Registry (KYIR) using the light blue tab will not be necessary.
- 5) The green colored tabs have the corresponding worksheets.
 - a. Write the student's name and birthdate. *The format is up to you.*
 - b. If the student has no record/certificate of any kind, then mark "No Record" with an "x". Exemptions and partial immunization records count as a record.

IMPORTANT: Only mark each vaccine ONCE for each child.
 - c. For each vaccine:
 - i. If the student is up-to-date on the requirements for this grade level, mark "C" with an "x". *To review the requirements please view the blue "Requirements" tab.*
 - ii. If the student has a medical exemption on file, mark "M" with an "x".
 - iii. If the student has a religious exemption on file, mark "R" with an "x".
 - iv. If the student is not up-to-date with their immunizations, then mark "NC" with an "x". *This includes students on a catch-up schedule.*
 - v. If the student has a history of chickenpox disease, mark "D" with an "x" where applicable.

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





Kentucky Public Health
Prevent. Promote. Protect.

- vi. Please review any marks that turn red after entry as this means the entered data is incorrect.

 - d. The "Complete series" column will **auto-fill** based on the vaccination information you entered. *A student is considered "Complete" if they have met the requirements through vaccination, or a history of disease. Students with exemptions are not counted here.*

 - e. All columns will **auto-total** in the "Totals" row. These totals will then transfer to the "Survey Summary" tab.

 - f. Please go to the corresponding "Survey Summary " tab when you are finished to see the final totals that are ready to be transferred into the Survey.
- 6) The light red tabs have the auto populated fields with the data ready to enter into the REDCap Survey.
- 7) Once you are ready you can go to the survey link and enter the auto populated numbers into the survey.

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



8) Kindergarten:

- If you have kindergartners, you will complete the kindergarten-specific questions.
- Enter the corresponding numbers from the Kindergarten Survey Summary tab to the corresponding column on the survey.
- Below is a screen grab showing you where the numbers go on the survey.

ENTER THE BELOW NUMBERS INTO KINDERGARTEN TABLE ON SURVEY				
Total number of students enrolled in Kindergarten				10
Total number of students with no shot/record				1
Up to date with all required vaccines				6
Vaccine	Up to date	Not up to date	Medical Exemptions	Religious Objections
DTaP (Tetanus, Diphtheria, Pertussis)	8	0	0	1
IPV/OPV (Polio)	6	2	0	1
MMR (Measles, Mumps, and Rubella)	8	1	0	0
Varicella (Chickenpox)	6	1	0	1
Hep B (Hepatitis B)	7	2	0	0
Hep A (Hepatitis A)	8	1	0	0
Total number of students with documented Varicella disease (chickenpox)				1

Make sure to count each child in only ONE category.

Kindergarten Immunizations Summary

Total number of students enrolled in Kindergarten					10
Total number of students with no shot/record					1
Up to date with all required vaccines					6
Vaccine	Up to date	Not up to date	Medical Exemptions	Religious Objections	Total <small>(The total number will only appear if the total number of enrolled students does not match your total!)</small>
DTaP (Tetanus, Diphtheria, Pertussis)	8			1	
IPV/OPV (Polio)	6	2		1	
MMR (Measles, Mumps, and Rubella)	8	1			
Varicella (Chickenpox)	6	1		1	
Hep B (Hepatitis B)	7	2			
Hep A (Hepatitis A)	8	1			
Total number of students with documented Varicella disease (chickenpox)					1

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



9) **Seventh Grade:**

- You will move on to the next section if you have no seventh graders. If you have seventh graders, you will complete the seventh-specific questions.
- Enter the corresponding numbers from the Seventh Survey Summary tab to the corresponding column on the survey.
- Below is a screen grab showing you where the numbers go on the survey.

ENTER THE BELOW NUMBERS INTO SEVENTH GRADE TABLE ON SURVEY				
Total number of students enrolled in Seventh Grade				8
Total number of students with no shot/record				2
Up to date with all required vaccines				0
Vaccine	Up to date	Not up to date	Medical Exemptions	Religious Objections
Tdap (Tetanus, Diphtheria, Pertussis)	5	0	0	1
MenACWY (Meningococcal ACWY)	6	0	0	0
MMR (Measles, Mumps, and Rubella)	6	0	0	0
Varicella (Chickenpox)	6	0	0	0
Hep B (Hepatitis B)	6	0	0	0
Hep A (Hepatitis A)	6	0	0	0
Total number of students with documented Varicella disease (chickenpox)				0

Seventh Grade Immunizations Summary					
Total number of students enrolled in Seventh Grade					8
Total number of students with no shot/record					2
Up to date with all required vaccines					0
Vaccine	Up to date	Not up to date	Medical Exemptions	Religious Objections	Total <small>(The total number will only appear if the total number of enrolled students does not match your total!)</small>
Tdap (Tetanus, Diphtheria, Pertussis)	5			1	
MenACWY (Meningococcal ACWY)	6				
MMR (Measles, Mumps, and Rubella)	6				
Varicella (Chickenpox)	6				
Hep B (Hepatitis B)	6				
Hep A (Hepatitis A)	6				
Total number of students with documented Varicella disease (chickenpox)					

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



10) Eleventh Grade:

- a. You will move on to the next section if you have no eleventh graders. If you have eleventh graders, you will complete the eleventh-specific questions.
- b. Enter the corresponding numbers from the Eleventh Survey Summary tab to the corresponding column on the survey.
- c. Below is a screen grab showing you where the numbers go on the survey.

ENTER THE BELOW NUMBERS INTO ELEVENTH GRADE TABLE ON SURVEY				
Total number of students enrolled in Eleventh Grade		5		
Total number of students with no shot/record		0		
Up to date with all required vaccines		0		
Vaccine	Up to date	Not up to date	Medical Exemptions	Religious Objections
Tdap (Tetanus, Diphtheria, Pertussis)	5	0	0	0
MenACWY (Meningococcal ACWY)	0	5	0	0
MMR (Measles, Mumps, and Rubella)	3	0	0	2
Varicella (Chickenpox)	3	0	0	2
Hep B (Hepatitis B)	5	0	0	0
Hep A (Hepatitis A)	5	0	0	0
Total number of students with documented Varicella disease (chickenpox)		0		

Eleventh Grade Immunizations Summary					
Total number of students enrolled in Eleventh Grade					5
Total number of students with no shot/record					0
Up to date with all required vaccines					0
Vaccine	Up to date	Not up to date	Medical Exemptions	Religious Objections	Total <small>(The total number will only appear if the total number of enrolled students does not match your total!)</small>
Tdap (Tetanus, Diphtheria, Pertussis)	5				
MenACWY (Meningococcal ACWY)		5			
MMR (Measles, Mumps, and Rubella)	3			2	
Varicella (Chickenpox)	3			2	
Hep B (Hepatitis B)	5				
Hep A (Hepatitis A)	5				
Total number of students with documented Varicella disease (chickenpox)					

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

