

School Responsibilities

1. The District Health Nurse/designee will collect required immunization records. Records may be obtained from: parent/guardian, Wisconsin Immunization Registry (WIR), Public Health Department, health care provider, or previous school district.
 - a. If the student is a transfer student and the immunization record has not been received, the District Health Nurse/designee will contact the previous school to request the missing immunization record.
 - b. If immunization records are late in being transferred or do not arrive from the previous school, the parent(s) or legal guardian of the transfer student will fill out a new immunization record with needed dates or waiver with their signatures.
2. The District Health Nurse/designee shall make certain that a list of immunization records and any waiver submitted is included in each student's health record.
3. The District Health Nurse/designee will review records and note any missing and/or incomplete immunizations, unsigned records or needed boosters.
4. The District Health Nurse/designee will notify parent(s) or legal guardian of statutory requirements and deadlines for completion when student immunization records are incomplete as per Wisconsin immunization requirements. Notification shall include instruction for complying with immunization requirements as follows: a list of missing immunizations; the availability of waivers for reasons of health, religion, or personal conviction; an explanation of the penalty for non-compliance; an immunization clinic schedule; a timeline of needed immunizations; and a summary of the immunization law, including a notice that court actions and a **forfeiture** penalty could result due to non-compliance. (**Forfeiture of what – enrollment?**)
5. A current roster shall be maintained that includes the name and immunization history of all students in need of immunizations required by law. The District Health Nurse/designee will report this roster to the District Administrator/designee.
6. The District Administrator/designee shall develop and implement a process to encourage compliance with the immunization requirements.
7. The immunization history of students who transfer shall be forwarded to the new school upon request for record transfer. However, the District shall maintain the immunization records within the student progress records for seven years after the student ceases to be enrolled in the District.
8. All suspected cases of diseases covered by the immunization law that occur among students shall be reported to the Waukesha County Health Department. Should one of the diseases covered by the immunization law occur, the District Health Nurse/designee shall identify the student(s) not immunized, notify the parent(s) legal guardians of the possible exposure and facilitate disease control activities.
9. Should a substantial outbreak of one of the diseases covered by the immunization law occur in school or in the municipalities of the school, the Department of Health and Family Services may direct exclusion of any student not immunized. The exclusion shall last until the student is immunized, or until the Department of Health and Family Services determines that the outbreak has subsided.

Parent/Legal Guardian Responsibilities

1. The parent or legal guardian shall obtain the immunizations required from available medical sources or shall submit the appropriate request for a waiver and send them to the school's health care office. Parents/Legal Guardians of students must present written evidence of completed immunizations or waiver within 30 days of admission to school.
2. The Wisconsin Immunization Law requires that students from Early Childhood to grade 12, to be immunized according to their age/grade level. Immunizations are required against measles, mumps, rebecca, polio, diphtheria, tetanus, pertussis, Hepatitis B and varicella (chicken pox).
3. The Wisconsin Department of Health and Family Services annual immunization requirements shall be followed, including the school compliance timeline ([place time line here](#))
4. Students must meet these immunization deadlines and notify their school regarding any additional vaccines they receive.
5. Waiver of Immunization Requirements – Waivers shall be submitted by the parents/legal guardians for the following reasons:
 - a. Health Reason – whereby a licensed physician certifies that an immunization is or may be unnecessarily detrimental to the health of a student, the school shall waive the requirements for immunization(s).
 - b. Immunization requirements shall be waived by the school District Administrator upon presentation of a written statement that the student's parent(s)/guardian objects to immunizations on religious or personal conviction grounds.