

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor


Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

MEMORANDUM

DATE: August 22, 2022

TO: County Health Department (CHD) Health Officers

FROM: Carina Blackmore, DVM, PhD, Dipl ACVPM, 
State Epidemiologist, Director, Division of Disease Control and Health Protection

SUBJECT: Compulsory School Immunizations Annual Report and Survey,
2022–2023 School Year

ACTION

REQUIRED: Review, complete, and submit by deadline

DUE DATE: October 31, 2022

Section 1003.22(4)(a), Florida Statutes and Florida Administrative Code Rule 64D-3.046(2)(a) require that prior to admission or attendance in a public or non-public (private) school, grades kindergarten (KG) through 12 or any other initial entrance into a Florida public or private school, each student must have a *Florida Certification of Immunization* (DH Form 680) Part A (Florida Department of Education [DOE] Code 1 or 8) on file with the state immunization registry, the Florida State Health Online Tracking System (SHOTS), indicating they met the immunization requirement for their grade.

Students without a Part A must have one of the following exemptions from vaccination on file: DH Form 680, Part B (DOE Code 2); DH Form 680, Part C (DOE Code 3) or *Religious Exemption From Immunization* (DH Form 681) (DOE Code 4). Exception: Schools may issue a provisional exemption of less than 31 calendar days (30-Day Exemption) for students transferring from a school in another Florida county/school district, entering the juvenile justice system or experiencing homelessness (DOE Codes W, X and Y).

Further, section 1003.22(8) and Rule 64D-3.046(3)(c)(1) require each public and private school with a KG or seventh grade to submit an annual report of compliance to the Florida Department of Health (DOH) that includes the immunization and exemption status of their KG and seventh-grade students. Schools with no active enrollment in those grades must comply and may simply indicate "0" children enrolled on the DH Form 684.

Private schools submit a completed *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) (attached), to the local CHD by October 1, 2022. As CHDs are responsible for collecting and reporting student immunization and exemption status from private schools, **CHDs should take the following steps to complete this annual assignment:**

1. Go to DOE's Florida School Choice, Office of Independent Education & Parental Choice Web page, at floridaschoolchoice.org/information/privateschooldirectory/DownloadExcelFile.aspx:

Compulsory School Immunizations Annual Report
and Survey, 2022–2023 School Year

Page Three

August 22, 2022

- a. From the “Select District” section, click the checkbox next to the school district with the same physical county location as the CHD.
 - b. From the “Additional Information” section, click the checkbox next to “Grade Levels Served” then click “Download.”
 - c. The list of private schools for that district is displayed, including their contact information and grade levels served (Column O). Understand we do not know if all contact information is correct; however, all other information provided should be.
2. Save a copy of the list, then delete the schools (rows) that do not serve KG or seventh grade.
 3. Copy the name and mailing address of the remaining schools on the list and paste them into the appropriate tab (KG, seventh-grade or both) of the blank *Summary of DH Form 684s Received* (attached). This document is how CHD staff will track which schools submitted a DH Form 684.
 4. CHD staff may prefer to copy the school names and addresses from the *Summary of DH Form 684s Received* they submitted to the Immunization Section the previous school year, removing the [old] student data. If so, compare it with the list of schools, ensuring all private schools on the list are included. Set aside to complete as new DH Form 684s are received by the CHD.
 5. From the blank DH Form 684 attached, edit the “Attention CHD” text box to be CHD-specific, including CHD name, contact person for this assignment, telephone number and the FAX number or email address of where private schools should send their completed DH Form 684. No other formatting (such as adding a date of birth column or changing footer information to match the CHD) may be changed.
 6. Distribute a DH Form 684 (with the now edited text box) and the instruction sheet, to the private schools now listed in the *Summary of DH Form 684s Received*. If the CHD verified the email address or FAX number of a school, they may be distributed by email or FAX. Otherwise, they must be delivered by U.S. mail.
 7. Review all completed DH Form 684s the CHD receives for accuracy and completeness, including:
 - a. Recategorize as “out of compliance,” students listed in Student Information (Section B) with an expired DH Form 680 Part B or 30-Day Exemption. Public schools may use DOE Code 0 for these students. DH Form 680s with an expiration date prior to October 1, 2022, are out of compliance.
 - b. Ensure students included in Summary Information (Section C) without a DH Form 680 Part A are listed by name, grade and type in Section B.
 - c. Ensure the sum total of all immunization and exemption categories in Section C equals the number of students enrolled.
 8. Follow up with schools to correct errors or omissions on their DH Form 684 or to ensure report submission to the CHD by October 1, 2022.
 9. Enter the aggregated KG and seventh-grade data from Section C of each completed DH Form 684 the CHD receives into the *Summary of DH Form 684s Received*.

Compulsory School Immunizations Annual Report
and Survey, 2022–2023 School Year

Page Three

August 22, 2022

10. Add the school name, address and student data for any school(s) not on the list that submitted a DH Form 684.
11. For each school, ensure the sum total of all immunization and exemption categories equals the number of students enrolled.
12. For both tabs (KG and seventh), ensure each column of data totals correctly. If any do not, find the error(s) and correct them. This may include calling a school if they submitted incorrect totals.
13. Copy the aggregated data from Section C of the completed DH Form 684s onto a *Kindergarten and Seventh Grade Annual Report of Compliance County Summary* (DH Form 685) (attached).
14. Include only private schools **with active enrollment** in KG or seventh grade onto the DH Form 685. In other words, if 20 schools submitted a DH Form 684 and two of those schools indicated zero students enrolled in KG, record 18 schools [for KG] on the DH Form 685.
15. **By October 31, 2022, submit a completed DH Form 685 and Summary of DH Form 684s Received to the Immunization Section** via email to Amy.Wilson@FLHealth.gov.

Public schools input student vaccination and exemption data into DOE's Florida Automated System for Transferring Educational Records (the FASTER system), including assigning an immunization status code (0–8 or W–Y) for Data Element 132025. They then electronically transmit the data to their respective school district during DOE's Survey 2 "survey week" (October 10–14, 2022). School districts will review the data from the schools in their district, then electronically transmit said data to DOE. DOE validates the data and submits an aggregated report by school district, of the number of students enrolled by immunization status, to the Florida Department of Health's (DOH) Immunization Section by December 31, 2022.

If you have any questions regarding this annual assignment, please contact Ms. Amy Wilson by email (amy.wilson@flhealth.gov) or phone (850-901-6806).

CB/aw

Enclosures

cc: Victoria Gaitanis, Chief

Bureau of Exceptional Student Education and Student Services (BESE) DOE

Andrew Weatherill, MS, Director, BESE DOE

Adam Emerson, Executive Director, Office of Independent Education & Parental Choice DOE

Mark Lander, Interim Deputy Secretary, County Health Systems

Clayton R. Weiss, MPH, Chief, Bureau of Epidemiology

County health department nursing directors

Immunization Section field staff representatives

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

**Immunization Annual Report of Compliance
for Kindergarten and Seventh Grade
Compulsory Immunization—Section 1003.22, Florida Statutes**

(A) Private School Information:

Date: _____

Name of School: _____			Information on the person completing this form: Name: _____ Position/Agency: _____ Phone Number: _____		
Address: _____					
City	Zip	County			
Name of Principal: _____					

(B) Student Information: List only those students **not** fully immunized for grade. Indicate exemption type or if out of compliance.

Exemptions expiring before October 1 of the current year are out of compliance.

Student Name (Last, First)	Grade	Medical Exemptions		Religious Exemption (DH 681)	30-Day Transfer Exemptions List Enrollment Date	Out of Compliance
		Temporary (Part B) List Expiration Date	Permanent (Part C)			
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

(C) Summary Information: Provide the total number of students in each category.

Grade	Students Enrolled	Fully Immunized DH 680 (Part A)	Medical Exemptions		Religious Exemption (DH 681)	30-Day Transfer Exemptions	Out of Compliance
			Temporary DH 680 (Part B)	Permanent DH 680 (Part C)			
Kindergarten							
Seventh							

Submit to the following local county health department by October 1:

DH Form 684, 07/17

Attention CHD: Add CHD contact information *PRIOR* to copying and distributing. Be sure to include a telephone number.

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

Kindergarten and Seventh Grade
Annual Report of Compliance—County Summary
Compulsory Immunization—Section 1003.22, Florida Statutes

DOH-County: _____

County summary of private school manual reporting (from DH Form 684s):

Grade	Total Number of:			Number of Students in Each Category:				
	Private Schools	Students Enrolled	Fully Immunized DH 680 (Part A)	Medical Exemptions		Religious Exemption DH 681	30-Day Exemption	Out of Compliance
				Temporary DH 680 (Part B)	Permanent DH 680 (Part C)			
Kindergarten								
Seventh								

Report completed by: _____

Telephone: _____

Date Submitted: _____

Must submit by October 31

Submit to:

Florida Department of Health
Division of Disease Control and Health Protection
Bureau of Epidemiology, Immunization Section
4052 Bald Cypress Way, Bin A-11
Tallahassee, Florida 32399

DH Form 685, Rev 07/17

Florida Department of Health
Division of Disease Control and Health Protection
Bureau of Epidemiology
4052 Bald Cypress Way, Bin A-11 • Tallahassee, FL 32399
PHONE: 850-245-4342 • FAX: 850-922-4195
FloridaHealth.gov



Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

INSTRUCTIONS FOR COMPLETING DH FORM 684

Section 1003.22(8), Florida Statutes, requires private schools with a kindergarten or seventh grade to submit a completed *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) to the local county health department annually by October 1.

- (A) **Private School Information:** Clearly print all identifying information for the private school, including mailing address, county, telephone number, name of principal, and contact person.
- (B) **Student Information:** List only those students without a *Florida Certification of Immunization* (DH Form 680) **Part A** on file with the state's immunization registry, Florida State Health Online Tracking System (SHOTS); that is, students not fully immunized for their grade. Indicate name, grade, exemption type (listed below), expiration date (if applicable), or if out of compliance with the provisions of subsection (4).
- **DH Form 680, Part B (Temporary Medical Exemption) (TME)*:** These are issued for children in the process of completing the vaccine requirement for school entry. The expiration date must be current. If expired, categorize the student as out of compliance.
 - **DH Form 680, Part C (Permanent Medical Exemption) (PME):** These are issued for children who cannot receive one or more vaccinations required for school entry, based upon valid clinical reasoning or evidence. The contraindicated vaccine(s) must be included on the form. These exemptions do not expire.
 - **Religious Exemption From Immunization (DH Form 681):** These are issued by CHDs for children whose parent or guardian states vaccinations conflict with their religious tenets or practices. These exemptions do not expire.
 - **30-Day Exemption*:** These provisional exemptions are issued by an authorized school official for up to 30 calendar days for children transferring from another Florida school district/county, enrolled in a juvenile justice program and children experiencing homelessness as defined in section 39.0016. No form is associated with this exemption. **Note:** Incoming children from outside of Florida are not transfer students, as their enrollment is an "initial entrance into a Florida public or private school" per subsection (4).
 - **Out of Compliance*:** Subsection (10) indicates each school board and private school should refuse admittance to any child who is not in compliance with the provisions of subsection (4). i.e. Those who do not have a DH Form 680 or 681 on file in Florida SHOTS or a 30-Day Exemption.
- (C) **Summary Information:** For both kindergarten and seventh grades, provide the total number of students 1) enrolled, 2) with a DH Form 680 Part A, 3) with a DH Form 680 Part B, 4) with a DH Form 680 Part C, 5) with a DH Form 681, 6) with a 30-Day Exemption, and 7) out of compliance with the provisions of subsection (4). The total sum from all categories should equal the total number of students enrolled.

*The school nurse or authorized school official shall follow up with these students, ensuring a DH Form 680 or 681 is on file in Florida SHOTS prior to expiration. Children excluded from Florida SHOTS participation pursuant to section 381.003(1)(e)(2) must have a DH Form 680 or 681 on file with the school.

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

Instrucciones para completar el formulario DH 684

La sección 1003.22(8) de los estatutos de la Florida requieren que escuelas privadas con Kindergarten y séptimo grado entreguen el formulario *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) a la oficina local del departamento de salud en el condado para la fecha de octubre 1 de cada año. Lo siguiente explica cómo se debe completar este formulario.

(A) Información de la Escuela Privada: Escriba claramente toda la información de la escuela privada, incluyendo la dirección física, el condado, el número de teléfono, nombre del director, y el nombre de una persona con quien nos podemos comunicar acerca de el formulario.

(B) Información de Estudiantes: Enumere solo aquellos estudiantes sin un *Florida Certification of Immunization* (DH Form 680) Part A; es decir, estudiantes que no están completamente vacunados para el grado en el que están. Indique el nombre, grado, y tipo de exención (consulte la siguiente lista), fecha de expiración (si es aplicable), o si esta fuera de cumplimiento.

- **DH Form 680, Part B (Temporary Medical Exemption) (TME)*:** Esta exención es otorgada a niños en el proceso de completar el requisito de vacunas para ingresar a la escuela. La fecha de expiración indicada en el formulario debe de ser actual. Si esta expirada, clasifique al estudiante como fuera de cumplimiento (out of compliance).
- **DH Form 680, Part C (Permanent Medical Exemption) (PME):** Esta exención es otorgada a niños que no pueden recibir una o mas vacunas requeridas para el ingreso a la escuela, basado en un razonamiento clínico o evidencia valida. La(s) vacuna(s) contraindicada(s) deben ser incluidas en el formulario. Este tipo de exención no expira.
- **Religious Exemption From Immunization (DH Form 681):** Esta exención es otorgada a niños cuyos padres o guardián legal indican que vacunas van en contra de sus principios religiosos o prácticas. Este tipo de exención es otorgado por el departamento de salud en el condado y no expira.
- **30-Day Exemption*:** Esta exención es otorgada por un oficial escolar autorizado y son para niños que están en el proceso de transferencia entre un distrito escolar y otro, niños entrando al programa de justicia juvenil, niños experimentando la falta de vivienda (homeless), y niños "conocidos por el Departamento" como es definido en la sección 39.0016. Ningún formulario es asociado con este tipo de exención no-renovable.
- **Out of Compliance*:** Para estudiantes sin un formulario DH Form 680, 681, o un 30-Day Exemption que es actual y valido (si aplica). Estos estudiantes deben de ser excluidos de la escuela hasta estar en cumplimiento con los requisitos de inmunización.

(C) Información Resumida: Para kindergarten y séptimo grado, indique el número total de estudiantes 1) matriculados, 2) con un formulario DH Form 680 Part A, 3) con un formulario DH Form 680 Part B, 4) con un formulario DH Form 680 Part C, 5) con un formulario DH 681, 6) con una exención de 30-días (30-Day Exemption), 7) que están fuera de cumplimiento con la sección 1003.22. Asegúrese que la suma total de todas las categorías equivale al número total de estudiantes matriculados.

*La enfermera de la escuela o un oficial autorizado es responsable del seguimiento de estos estudiantes, asegurándose que un formulario DH Form 680 o 681 es proporcionado a la escuela antes de que la exención se expire.