



State of Utah

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April 17, 2019

Dear School Nurse:

SUBJECT: Year-End Immunization Report

The Year-End Report tracks the current immunization status of students reported in November as "Conditionally Enrolled", "Extended Conditional Enrollment", or "Out-of-Compliance by your school. **It is due on June 15, 2019.** The Utah Department of Health requires the following Year-End Reports: *Kindergarten Year-End Report*, *Two Dose MMR Year-End Report*, and *7th Grade Year-End Report*. Immediately after this deadline, the information will be forwarded to the Utah State Office of Education (USOE). The USOE will provide the data to the district superintendent to certify as part of the S-3 report. This valuable information will be used to accurately collect the number of children adequately immunized in each school district and to distribute allotted weighted-pupil funds as stated in Utah immunization statutes and rules. Please follow up with those responsible for these reports to ensure they are completed. Private schools are not required to complete the June report. If you are a private school nurse please disregard this letter.

The reports can only be completed on-line at www.immunize-utah.org. The reports each school is required to complete are on the website listed under each school's file. You may find the required reports by logging in with the school's that is provided by Utah Immunization Program. A letter along with the password and step-by-step instructions is sent to the principal of each school that needs to complete the Year-End Report. The on-line report is open now for your school to submit your report.

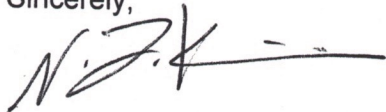
Utah Statutory Code 53G-9-306 states that schools must retain an immunization record for each enrolled student as part of the student's permanent school record. Schools must use the official Utah School Immunization Record (USIR) to record each student's immunizations. Recent school retrospective record reviews have revealed that some schools do not have the USIR in the student's files, not all the fields are completed, and that the USIR is not always signed by the staff that reviews the student's immunization record. Parents should not fill out the USIR card. It is the school official's responsibility to fill it out and verify all dates or print this information from USIIS.

The USIR becomes a part of each student's permanent school record and follows the student throughout school until the twelfth grade. If a student withdraws, transfers, is promoted or otherwise leaves school, the school must either return the USIR, any exemption certificate, or proof of immunity to the parent of a student or transfer them with the student's official school record to the new school.

This is a general letter that is going to all school nurses and does not include the login information for schools. School principals have received a letter including the instruction sheet and school id. Please check the schools that you oversee to ensure that their report is complete. If you don't have the user id for your school you can contact our office for that information or check with your school principal.

While we are making progress to ensure all Utah school children are immunized against many vaccine-preventable diseases, your help is still needed. Please follow up with those responsible for the Year-End Report to ensure it is completed. If there are any questions regarding this report, please call Nasrin Zandkarimi at 801- 538-9450. We appreciate your support and encourage you to keep up the good work!

Sincerely,

A handwritten signature in black ink, appearing to read 'N. Z. K.', with a horizontal line extending to the right.

Nasrin Zandkarimi, M.Ed.
School & Child Care Immunization Coordinator
Utah Immunization Program