



## Before Submitting Immunization Records.....



- ✓ Immunization registry record and compare with hardcopy. Only submit record if additional information is provided.
- ✓ Student name and date-of-birth for legibility and accuracy.
- ✓ Validity of record ( physicians signature and/or office stamp along with current date).
- ✓ Varicella Disease History (month, year, and physicians signature/stamp).
- ✓ Titers. Serological report must accompany request for exemption due to titers.
- ✓ Medical exemptions (must indicate permanent or temporary). Temporary must have expiration date. Fax medical exemptions to (202)576-9322 attn. clinical staff.
- ✓ Accuracy and completeness of Religious Immunization Exemption Certificate. All fields must be complete and legible. Fax religious exemptions to (202)576-9322 attn. clinical staff.
- ✓ HPV Vaccination Opt-out Certificate. All fields must be complete and legible. Fax Opt-out forms to (202)576-9322 attn. clinical staff.



## Immunization Questions

- Clinical Issues (202)576-9324 (ex. immunization shots, spacing concerns, exemptions, waivers, etc.)
- Registry help desk (202)576-9301 (ex. duplicate records, record entry, etc.)
- Registry training (202)576-9305 (ex. new users, passwords, staff meetings)