Registration Flowchart for Immunization Records

Has parent/guardian provided a Washington State Certificate of Immunization Status (CIS) form?
(If requesting an exemption, see page 2)

Yes

Is the CIS printed from the WA Immunization Information System (IIS)?

Yes

Does the information on the CIS show that the child has met the immunization requirements?

Yes

Child can start school

No

No

Has the child had all of the immunization doses they are eligible to receive and the next dose needed comes due after the start of school?

Yes

Has the parent/guardian signed the CIS acknowledging their child is entering school in “Conditional Status” and they must continue to document immunizations according to the established deadlines for their child to remain in school?

Yes

Child can start school in “Conditional Status”.
(Consider giving parent/guardian the “Notice of Child’s Conditional Status” letter DOH 348-277)

No

No

No

Explain to parent/guardian that medical immunization records must be attached to the CIS or a health care provider must sign the CIS before the child can start school.
(Consider giving parent/guardian the “Medically Verified Immunization Records Flyer,” DOH 348-755)

Explain to parent/guardian that the child must get a dose of each of the required immunizations that they are eligible to receive before they can start school.
(Consider giving parent/guardian the “Incomplete Immunization at Enrollment Notice,” DOH 348-754)

Explain to the parent/guardian that they must sign the Conditional Status acknowledgement on the CIS before their child can start school.
(Consider giving parent/guardian the “Conditional Status at Enrollment Flyer,” DOH 348-753)

Schools should monitor students in “Conditional Status” to ensure the immunization deadlines are met.
Parent/Guardian Requesting an Exemption from the Immunization Requirements

Has parent/guardian provided a Washington State Certificate of Exemption (COE) form?
- Yes
  - Does the COE have the student information and the parent/guardian signature?
    - Yes
      - Is the parent requesting a Religious Membership exemption?
        - No
        - Yes
          - Child can start school. (Consider giving parent/guardian the Exemption Quick Reference Guide available in the Exemption section of www.doh.wa.gov/SCCI which explains that with this type of exemption they are saying their child does not receive any medical treatment by health care practitioners.
    - No
      - Explain to parent/guardian a COE form is required. Provide a copy of the COE or send them to www.doh.wa.gov/SCCI where they can download and print the form. (Consider giving them the Exemption Quick Reference Guide available in the Exemption section of www.doh.wa.gov/SCCI).

- No
  - Explain to parent/guardian that a person/philosophical, religious or medical exemption must be signed by a health care practitioner (MD, ND, DO, ARNP, or PA) licensed in WA State. (Consider giving them the Exemption Quick Reference Guide available in the Exemption section of www.doh.wa.gov/SCCI).

Is the parent requesting a Religious Membership exemption?
- No
  - Is the COE signed by a health care practitioner?
    - Yes
      - Is only one type of exemption selected for each disease for which full immunization is required?
        - Yes
          - Child can start school. (Consider giving parent/guardian the Exemption Quick Reference Guide available in the Exemption section of www.doh.wa.gov/SCCI which explains that with this type of exemption they are saying their child does not receive any medical treatment by health care practitioners.
        - No
          - Return the COE to the parent/guardian and explain that there should be only one type of exemption per disease.
    - No
      - Return the COE to the parent/guardian and explain that a person/philosophical, religious or medical exemption must be signed by a health care practitioner (MD, ND, DO, ARNP, or PA) licensed in WA State. (Consider giving them the Exemption Quick Reference Guide available in the Exemption section of www.doh.wa.gov/SCCI).

- Yes
  - Is only one type of exemption selected for each disease for which full immunization is required?
    - Yes
      - Child can start school.
    - No
      - Return the COE to the parent/guardian and explain that there should be only one type of exemption per disease.

If there is a temporary medical exemption is there an expiration date?
- Yes
  - There must be documentation of full immunization on a Certificate of Immunization Status (CIS) for the remaining diseases for which full immunization is required before the child can start school. (See page 1)
- No
  - Return the COE to the parent/guardian and explain that a person/philosophical, religious or medical exemption must be signed by a health care practitioner (MD, ND, DO, ARNP, or PA) licensed in WA State. (Consider giving them the Exemption Quick Reference Guide available in the Exemption section of www.doh.wa.gov/SCCI).

Is there an exemption for each of the diseases for which full immunization is required?
- Yes
  - Child can start school
- No
  - Return the COE to the parent/guardian and explain that there should be only one type of exemption per disease.