



Immunization Unit  
Public Health Division  
6101 Yellowstone Road, Suite 420  
Cheyenne, WY 82002  
307-777-7952 • 800-599-9754  
Fax 307-777-3615 [www.immunizewyoming.com](http://www.immunizewyoming.com)  
[www.health.wyo.gov](http://www.health.wyo.gov)



---

Michael A. Ceballos  
Director

Mark Gordon  
Governor

---

October 10, 2019

Ref: CC-2019-001

### **Immunization Status Report School Year 2019 - 2020**

Dear School Principals:

---

This letter provides you with instructions on how to complete the Immunization Status Report for School Year. The Immunization Status Report is due on **November 22, 2019** and assesses the immunization status of children enrolled as of the thirty (30) day exclusion date of your school.

---

This year's assessment requires two (2) reporting methods. Both must be completed and submitted for each school as identified in the Wyoming Department of Education directory.

- Part A: School Information
  - This section collects valuable information regarding school practices and is completed using an online survey found at the link below: [Immunization Status Report Part A](#). This link is also available within the MS Excel spreadsheet required to complete Parts B, C, D, & E.
- Part B: Kindergarten
  - This section collects the immunization status of children enrolled in kindergarten and must be reported using the included MS Excel spreadsheet.
- Part C & D: Middle School and Home School Students
  - These sections collect the immunization status of children enrolled in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> grade, and/or homeschooled and are in compliance with the Centers for Disease and Controls reporting requirements.
- Part E: All Students All Grades
  - This section collects the number of students that fall into a variety of categories and must be reported using the included MS Excel spreadsheet.

The reason for two (2) methods of reporting is to ensure data provided is accurate and to minimize efforts required for data clean up.

To ensure that we are receiving accurate data, the MS Excel spreadsheet contains conditional formatting that will indicate when numbers entered do not add up by coloring a cell red. Any submissions that do not contain accurate data will be promptly returned, marked as incomplete, and will need to be corrected and resubmitted.

If at any time you or your designee have any questions about the Immunization Status Report, please do not hesitate to contact me at [crystal.cox@wyo.gov](mailto:crystal.cox@wyo.gov) or 307-777-7481. Thank you for your time and cooperation.

Sincerely,



---

Crystal Cox  
School and Child Care Coordinator  
Immunization Unit  
Public Health Division

---

CC/jw

- c: School District Superintendents
- School Nurse or School Immunization Contact
- Jude Alden, MBA, CPM, Immunization Unit Manager, Public Health Division
- Stephanie Pyle, MBA, Senior Administrator, Public Health Division
- Angie Van Houten, MS, Community Health Section Chief, Public Health Division