

School Partner Toolkit

Reference guide and resources for school partners to promote immunizations as a tool for student wellness.

As a school partner, you are an incredible bridge, connecting parents and children to the resources they need to thrive.

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Table of Contents

[Introduction & Overview](#)

[Responsibilities](#)

[Wyoming Mandatory Vaccines](#)

[Immunization Status](#)

[Immunization Records](#)

[Certificate of Immunization Status](#)

[Requirements for Unique Student Populations](#)

[Conditional Enrollment](#)

[Required Immunization Status Report \(ISR\)](#)

[Wyoming Immunization Registry \(WyIR\)](#)

[Public Vaccine Programs](#)

[Vaccine Recommendations for Staff](#)

[Additional Resources](#)

Now more than ever, we share with you a commitment to maintaining the health and safety of Wyoming's students. We also share a dedication to supporting you and the work you do in our schools during this unprecedented time. As a result of the COVID-19 pandemic, we know that your challenges are many, including combating the virus itself while still addressing ongoing child health-related issues among your students. All this, while also balancing your practice and policies to keep your schools open in the safest way possible for the Wyoming students you serve. This toolkit will help you:

- Understand Wyoming immunization requirements for children attending school, preschool, and child care.
- Work successfully with parents, school administrators, and healthcare providers regarding immunization regulations.
- Answer questions about the immunizations a child needs for school, preschool and child care.
- Prepare the required school and child care Immunization Status Report.
- Report communicable diseases at your school, preschool, or child care to local public health officials.
- Work with public health officials to get susceptible children immunized during a disease outbreak.
- Understand vaccine-preventable diseases, their causes and symptoms, and how they spread.
- Find immunization resources.

The Wyoming Department of Health (WDH) Immunization Unit strongly supports you and your continued provision of education and wellness for students and families. These templates and tools are for you to customize according to your district's individual needs, as well as to the characteristics unique to your student population. We hope that the easy-to-use resources within the School Partners Toolkit will assist you in your continued efforts to reach out to families, validate the importance of vaccinations, and emphasize the role you play together in keeping students healthy now and always.

We appreciate you and all that you do to *Bring Immunity to Every Community!*

Immunization Unit Overview

The WDH, Immunization Unit tracks immunization coverage levels throughout the state. Staff answer questions about the immunization requirements and are a resource for vaccines and vaccine preventable diseases. The Immunization Unit has the responsibility to maintain the Wyoming Immunization Registry (WylR), administers two pediatric Public Vaccine Programs, and provides educational materials to promote vaccinations.



Responsibilities - Parent/Guardian

1. Parents and guardians are responsible for their child meeting state immunization requirements. Parents and guardians can meet those requirements by submitting the following documentation of a child's immunization status to the school within thirty (30) calendar days of school entry. The documentation can be:
 - a. An immunization record generated from the Immunization Information System (IIS) established by the Department (for Wyoming this is the Wyoming Immunization Registry); or
 - b. An immunization record certified by a primary healthcare provider; or
 - c. An immunization record certified by a Physician licensed in the United States, or the Physician's Designee; or
 - d. An immunization record certified by a Public Health Authority; or
 - e. Evidence of immunity
 - i. A positive serologic test for measles, mumps, rubella, hepatitis B, varicella, or all 3 serotypes of poliomyelitis; or
 - ii. A written diagnosis or verification of a history of varicella or herpes zoster by a Physician or the Physician's Designee; or
 - f. An approved religious or medical waiver.
2. Parents and guardians are responsible for requesting conditional enrollment for the child by submitting written documentation from a primary healthcare provider.
 - a. The student has received at least the first dose in each immunization series and has age-appropriate appointments to complete the immunization series; or
 - b. The student is obtaining serologic tests within thirty (30) calendar days of notification; or
 - c. The student's serologic test(s) are negative, and the student has appointments to be immunized within thirty (30) calendar days of notification to the parent to complete, or begin completion of the immunization series.
3. A parent is responsible for providing consent to a school administrator or the administrator's designee to access the student's immunization record in the Wyoming Immunization Registry (WyIR).

Emancipated or Adult-Aged Students

1. The duties and rights granted to a parent under the Wyoming Administrative Rules apply to an emancipated or adult-aged child attending school, full or part-time, or participating in school sanctioned activities.

Responsibilities - School Staff



1. Inform parents of immunization requirements.
2. In the event of a vaccine-preventable disease outbreak, as determined by the State Health Officer or County Health Officer, a school administrator will exclude any student who is not fully immunized against the occurring vaccine-preventable disease from attending school.
3. Not permit a child to attend a school for more than thirty (30) calendar days after the date of the child's entry unless the student's parents have submitted the required documentation of the child's immunization status.
4. Follow conditional enrollment processes established by the Department.
 - a. A school administrator or the administrator's designee will monitor and confirm that the student has completed the serologic test or subsequent dose of a vaccine according to the submitted written documentation.
5. Maintain all student immunization documentation received in the student's school record.
 - a. Proof of immunization
 - b. Evidence of immunity.
 - c. An approved religious or medical waiver.
6. When necessary, transfer a student's immunization documentation to another school within Wyoming.
7. Assess the required immunization documentation of each student in accordance with the referenced Advisory Committee on Immunization Practices (ACIP) Recommended Vaccine Schedule.
8. Make a student's submitted documentation regarding immunization status available for inspection and review by authorized representatives of the Department.
9. Report the immunization status and conditional enrollment of each enrolled child annually through the required Immunization Status Report.

Wyoming Mandatory Vaccines

Immunization Law - What you Need to Know

Refer to Wyoming Administrative Rules Chapter 3: Mandatory Immunizations for Children Attending Schools and Child Caring Facilities and Chapter 4: Duties of School and Child Caring Facility Administrators for additional information about the bulleted points below.

- Students are required to be vaccinated and provide written documentary proof of immunizations to attend any public or private school, kindergarten through 12th grade. Refer to Wyo. Stat. Ann § 21-4-309.
- Students not fully immunized, or students attending school under conditional enrollment status who fail to meet requirements must be excluded from school. Refer to Wyo. Stat. Ann § 21-4-309
- Schools must maintain immunization records and any exemptions in the students school file.
- State law requires schools to report the immunization status and conditional enrollment of each enrolled child once per year using the forms and processes established by the Department.
 - Find information about yearly reporting here: [Schools \(K-12\) Immunization Status Report \(ISR\)](#)

Wyoming Mandatory Immunizations

For guidelines on the required immunizations for school entry in Wyoming, click the [Are Your Kids Ready for School](#) chart or the [Parent's Guide to the Wyoming Immunization Requirements](#).

These summaries enable staff to understand the detailed immunization requirements as well as the schedule based on the recommendations of the ACIP. You can find the ACIP recommended schedule [here](#).

Required Vaccines for Wyoming School Attendance

Diphtheria, Tetanus, & Pertussis	<i>Haemophilus influenzae</i> type b
Hepatitis B	Measles, Mumps, & Rubella
Polio	Varicella
Pneumococcal	Rotavirus



Immunization Status

Complete or Fully Immunized

A student is complete or fully immunized if they have documentation of:

- All required vaccines with the minimum immunization requirements under Section 4 of Chapter 3 of the Administrative Rules have been satisfied and all immunizations are valid.
- Titer testing confirmed by a healthcare provider.
 - Measles, mumps, rubella, hepatitis B, varicella, or all 3 serotypes of poliomyelitis found in the polio vaccines.
- For varicella only: history of disease verified by a healthcare provider.

Conditional

Students who are actively catching up on their minimum required vaccines can start and remain in school with a Conditional Enrollment Status. Missing vaccine series doses are spread out by minimum time intervals. Some students may have to wait a period of time before finishing their vaccinations. To attend a Wyoming school conditionally enrolled the following criteria must be met.

- The parent/guardian and the Physician or their designee must complete and sign the conditional enrollment form. The parent acknowledges their child is attending school or child care in conditional status with the associated timelines listed on the form.
- The school shall monitor and confirm that the child has completed the serologic test or subsequent dose of a vaccine according to the conditional enrollment form.
- The school shall not permit a child to continue attending the school for more than fourteen (14) calendar days without verification that the child has received the dose(s) of a vaccine listed on the conditional enrollment form.

After a student has received all of the missing required immunizations, their conditional status will change to complete. If the documentation is not received within the fourteen (14) calendar days the student's status will change to out of compliance and the student, by law, must be excluded from school.

Immunization Status

Exempt

A student will have an immunization status of exempt if they have one of the following:

- A completed and approved religious waiver request form
- A completed and approved medical waiver request form.

Waivers shall be authorized by the state or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of mandated vaccines. (Wyo. Stat. Ann § 21-4-309) Waivers no longer require a notary.

Out of Compliance

A student will have an immunization status of out of compliance if they:

- Are not fully immunized as required for their age against each of the vaccine-preventable diseases listed in Wyoming Administrative Rules Chapter 3, and
- Are not conditionally enrolled for missing or invalid doses of required immunizations, and
- Do not have a medical or religious waiver on file for missing required immunizations, or
- Do not have proof of immunization as referenced in Wyoming Administrative Rules Chapter 3.

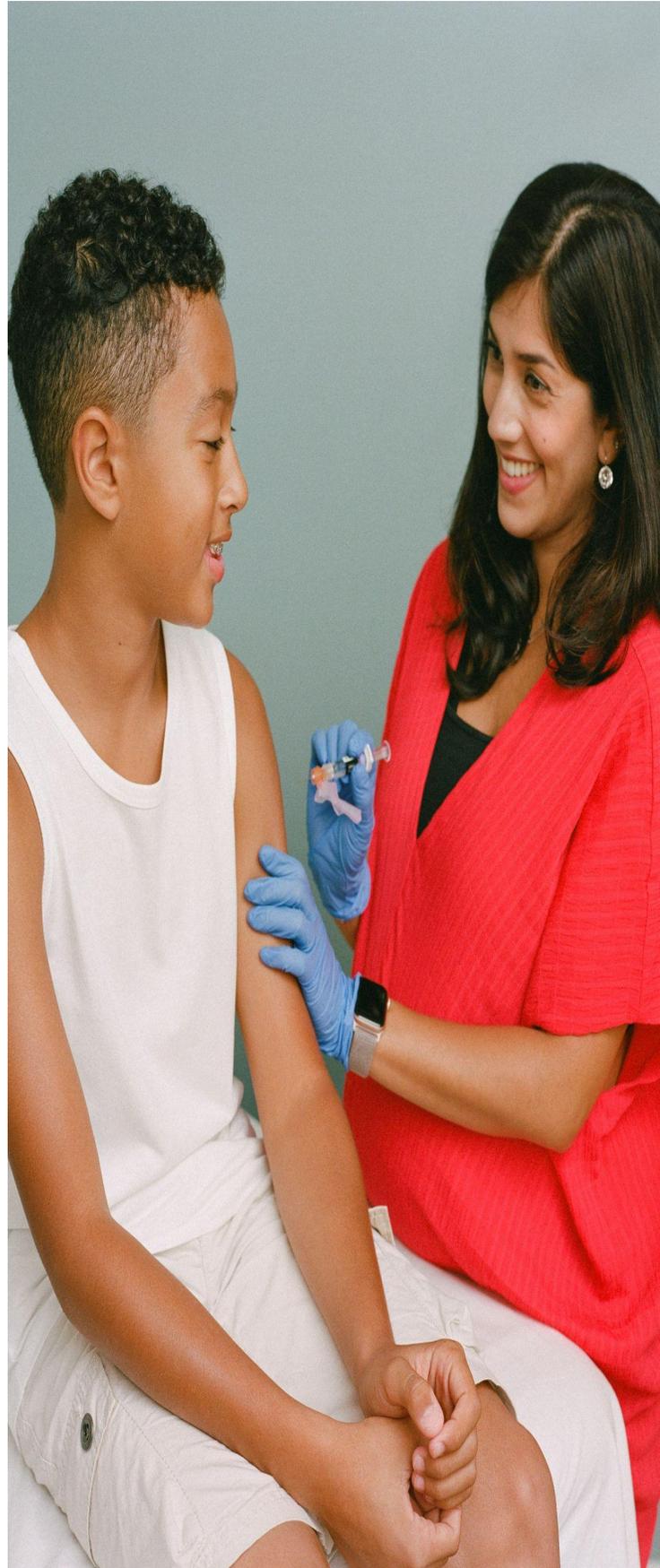
Sample letters & Forms

[Notice of Immunizations Needed](#)

[Notice of Student Missing Tdap](#)

[Conditional Enrollment Form](#)

[Verification of Disease Statement](#)



Immunization Records

If a parent/guardian is in need of an immunization record, they can request one from their licensed Physician/Designee or Public Health Authority. A record from the Wyoming Immunization Registry (WyIR) can be printed and accepted.

Immunization Reminder Cards are a great resource for parents/guardians to help stay on top of upcoming required immunizations.

Record Request Process

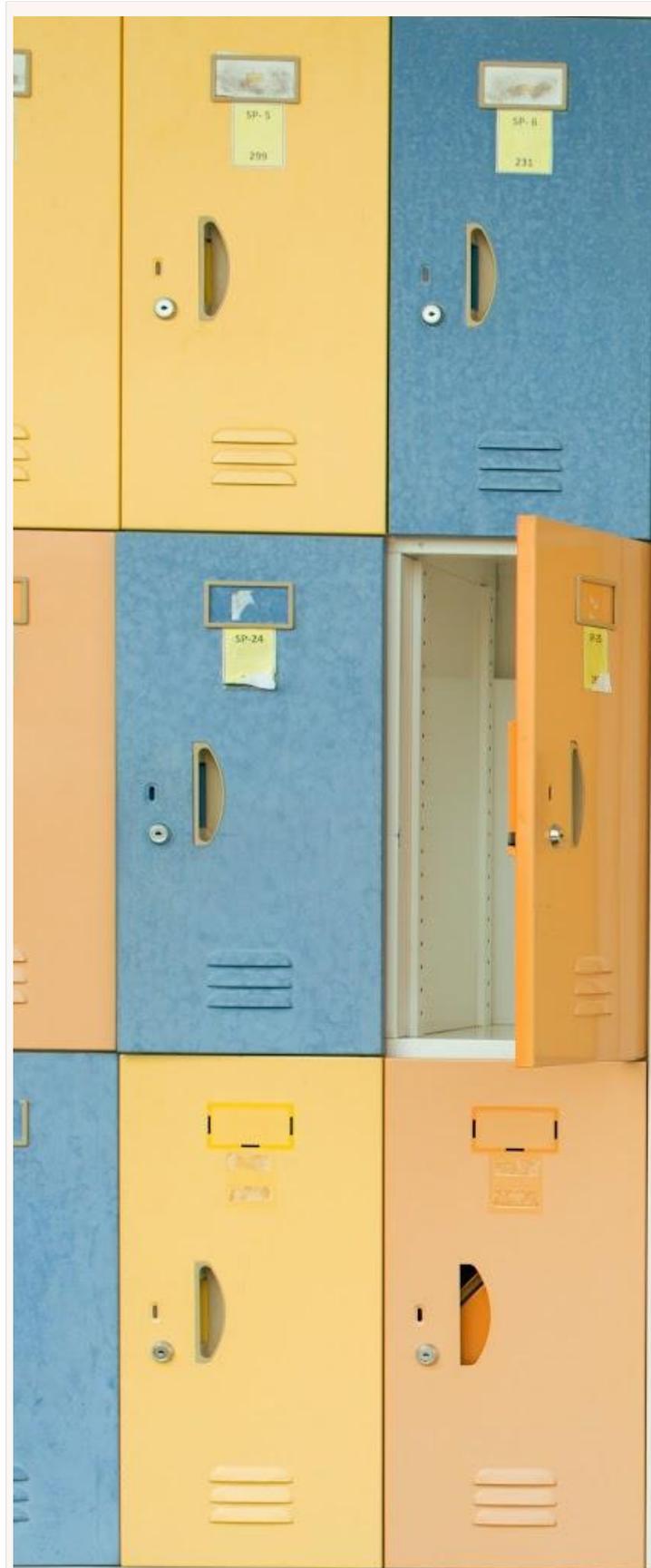
If an authorization has been received from the parent/guardian the school nurse may print a Certificate of Immunization Status. In order for the family to receive a Official School immunization record, please refer families to their healthcare provider, public health office or the Immunization Unit to fulfil their request. The form to request immunization records from the Immunization Unit can be found at www.ImmunizeWyoming.com titled the Authorization to Release Health Records.

Privacy of Immunization Records

To ensure the WDH is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rules please follow the guidelines in the following memorandum:

- **Wyoming Immunization Registry Access for School Nurses**

For information regarding the Family Educational Rights and Privacy Act (FERPA) please visit the U.S. Department of Education site **Protecting Student Privacy**.



Certificate of Immunization Status

The Wyoming Certificate of Immunization Status (CIS) is a comprehensive form that can be accessed via the WylIR under Print an Official Record option. The CIS form is qualified as an official state record and can be used to fulfil the proof of immunizations requirement listed in the Wyo. Stat. Ann § 21-4-309, Mandatory immunizations for children attending schools; exceptions. (c) *The written documented proof of immunization on a form provided by the State Health Officer shall be an integral part of the child's school record.*

The CIS form is complete with all the vaccine groups, student name, date of birth, and a place for the parent or guardian to sign acknowledging conditional enrollment if necessary.

The second page of the CIS form is called the Action Report and is the selection allowed for release to the parent or guardian. The Action Report captures a section for any vaccines that students need that fall under the mandatory required vaccines for K-12 schools and any vaccines that are recommended. This report will list the vaccine, dose due date, and will list any vaccines administered that were invalid and the reason for the invalid dose. The Action Report is a tool you can use to communicate officially with parents and guardians about the vaccines their child is eligible for or is in need of to meet the mandatory immunization compliance of the Wyoming Administrative Rules.

WY Certificate of Immunization Status (CIS)

Reviewed by: _____ Date: _____
Signed COE on File? Yes No

Child's Last Name: _____ First Name: _____ Middle Name: _____ Birthdate (DD/MM/YYYY): _____ SIS ID Number: _____

This CIS is an immunization record generated by the Immunization Information System on behalf of the State Health Officer. See Rules, Dep't of Health, Wyo. Immun. Prog., ch. 3, § 5(9)(i) (2018) and qualifies as documentary proof of immunization. This CIS is a state record and shall not be altered.

I acknowledge that my child is entering school/child care in conditional status. For my child to remain in school I must provide the required documentation of immunization within the established deadlines. See back for information about conditional status.

Parent/Guardian Signature Required if Starting in Conditional Status: _____ Date: _____

Assessment of Required Immunizations for: _____ Conditional Status: Following _____, a school or child care facility administrator may grant conditional enrollment to a child who is not fully immunized upon _____ written documentation in accordance with chapter 4 of the Immunization Rules.

	Date MM/DD/YY	Positive Titer					
Required Vaccines for _____ and child care/school							
DTaP (Diphtheria, Tetanus, Pertussis)							
Tdap (Tetanus, Diphtheria, Pertussis)							
DT or Td (Tetanus, Diphtheria)							
Hepatitis B							
Hib (Haemophilus influenzae type b)							
IPV/OPV (Polio)							
MMR (Measles, Mumps, Rubella)							
PCV (Pneumococcal)							
Vaccinia (Chickpox) <input type="checkbox"/> History of disease verified by ITS							
Rotavirus							
Recommended Vaccines (Not Required for School or Child Care Entry)							
Flu (Influenza)							
Hepatitis A							
HPV (Human Papillomavirus)							
MCV/MPSV (Meningococcal Disease types A, C, W, Y)							
MenB (Meningococcal Disease type B)							

Action Report

Name:		SIS Patient ID:	
Date of Birth:		Age:	
Report Date:		Status:	

Vaccine	Invalid Dose Date	Reason for Invalid Dose	Dose Due on or After:
Required Vaccines for School Entry			
Recommended Vaccines			

Requirements for Unique Student Populations

Home School and Virtual Students

It is important to note that the mandatory immunization requirements apply to students that are homeschooled, participate in virtual schooling, or attend a vocational and technical school -- to the extent the student is physically present at a school facility or participates in a school sanctioned activity. Examples of school sanctioned activities include riding in a school bus, testing, field trips, dances, concerts, plays, sports, and other school-sponsored extracurriculars.

McKinney Vento

Please visit the Wyoming Department of Education's website to learn more about the student population that fall under the McKinney Vento Act.

[McKinney Vento Homeless Assistance Act.](#)



Conditional Enrollment

If immunization requires a series of vaccinations over a period of more than thirty (30) calendar days, a child shall be permitted to attend school while receiving continuing vaccinations if the preschool, child care or school administrator receives written notification by a private licensed Physician or his representative or by a public health official, specifying a written schedule for necessary immunization completion within the medically accepted time period. To be eligible for conditional enrollment, a child must have received at least one (1) dose of each required vaccine but has not completed all the required immunizations or has an appointment scheduled within 14 calendar days to undergo serologic testing.

[Conditional Enrollment Form](#)



Immunization Status Report (ISR)

Required by All Schools

The WDH Immunization Unit, in compliance with Wyo. Stat. Ann. § 21-4-309, requires school administrators to complete an audit of the immunization status of students enrolled in public and private schools. The WDH (WDH) administers this assessment each year. The aggregate results are reported to the Centers for Disease Control and Prevention (CDC) for publication in the Mortality and Morbidity Weekly Report (MMWR).

The WDH Immunization Rules require all public and private schools to report on the immunization status of enrolled children, which includes the following:

- Charter schools
- Kindergartens
- Elementary schools
- Middle schools
- High schools
- Parochial, church, or religious schools

Frequently Asked Questions

Q: If two schools are located at the same address, such as an elementary school and a junior high school, can they submit their information on one ISR?

A: No, both schools must be submitted separately on their own form for every school listed by the Department of Education, and each private school must submit their own ISR.

Q: Do virtual school students need to have immunization records on file?

A: Yes, virtual school students are public school students and do need to have immunization records on file.

Q: Do immunization records need to be kept on file for homeschooled students?

A: Yes, some homeschooled students do need to submit immunization records in Wyoming. Students who attend school sanctioned activities, such as speech therapy, occupational therapy, physical therapy, music classes, art classes, science classes, math classes, sports or other athletics activities, or testing are required to have immunization records on file with the school.

Wyoming Immunization Registry (WyIR)

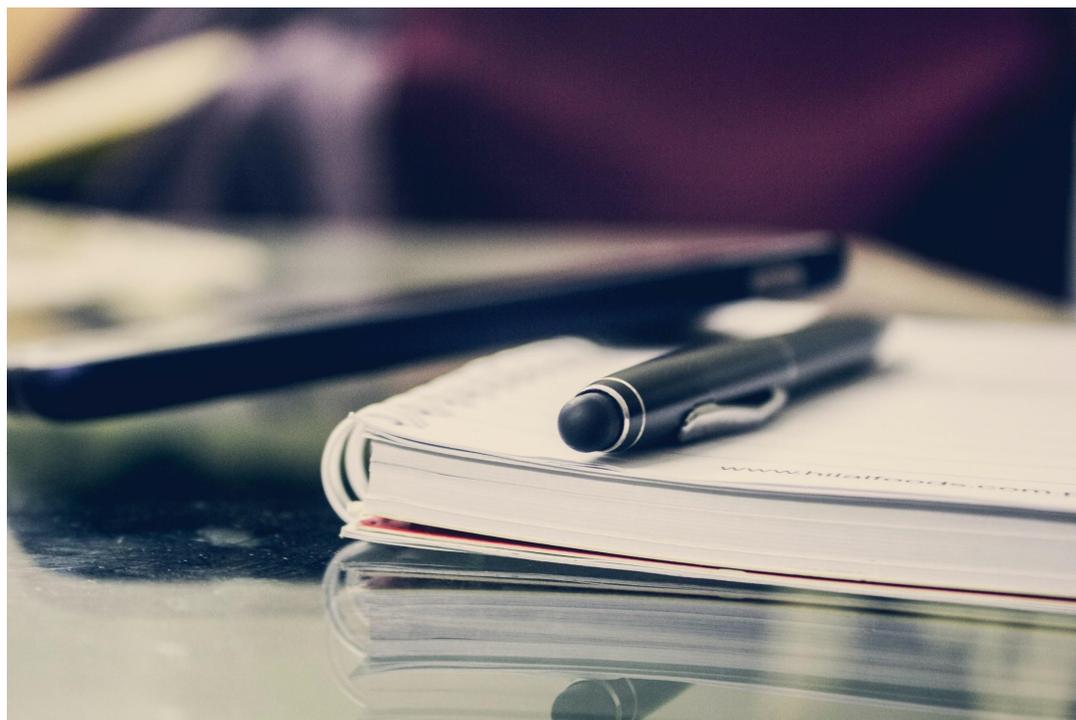
For the best resources on how to navigate the school module within the WyIR the Immunization Unit has created a library of tutorials to help you utilize the WyIR for tasks such as managing a student roster, creating and sending out action report letters, and printing an Official Record of Immunization.

Visit the library [here](#).

These resources can also be found on our website at www.ImmunizeWyoming.com on the [Schools \(K-12\)](#) page then selecting [WyIR for Schools](#) under the WyIR School Module Videos & Tutorials.

For a complete review of Wyoming Statute and Administrative Rules, WyIR access, best practices, and the School Module please watch [Student for the Day: Be Schooled on the WyIR](#)

Quick reference guides are a great way to navigate basic functions of the School Module. To access the [WyIR School Module Quick Reference Guide](#) visit www.ImmunizeWyoming.com, Schools (K-12), WyIR for Schools then Information for WyIR Users.



Public Vaccine Programs

Vaccines for Children (VFC) Program

The VFC Program is a federally-funded program that provides vaccines to children whose parents or guardians may not be able to afford them. This helps ensure that all children have a better chance of getting their recommended vaccinations on schedule. Vaccines available through the VFC Program are those recommended by the ACIP.

VFC-eligible children are those who are 18 years of age and younger and are at least one of the following:

- Eligible for Medicaid
- Uninsured (no insurance)
- American Indian or Alaska Native
- Underinsured (at a Federally Qualified Health Center (FQHC), Rural Health Clinic (RHC), or any other provider with delegated authority)

Wyoming Vaccinates Important People (WyVIP)

The WyVIP Program is a state-funded vaccine program that provides affordable vaccine to children who are not VFC-eligible, including children with insurance coverage. As of January 1, 2021, only Federally Qualified Health Centers (FQHCs), Rural Health Clinics, and Public Health Nursing offices are eligible to participate in the Wyoming Vaccinates Important People (WyVIP) Program.

Children who are Wyoming residents, 18 years and under, and do not qualify for VFC vaccines are eligible for vaccine through the WyVIP Program.

Influenza, Hepatitis A, meningococcal, and HPV vaccines are NOT available through the WyVIP Program.

Vaccine Recommendations for Staff

While immunizations are not required by the State of Wyoming for school staff, knowing a staff's immunization status can prepare schools in advance of a disease outbreak. Cases or outbreaks of diseases associated with the school must be reported to the local health department. All susceptible staff not completely immunized or immune may be excluded from school at the direction of the County Health Officer. Schools, preschools, and child cares must try to prevent the spread of disease for both children and staff. To do this, they should:

- Keep track of staff vaccinations or remind staff that they may need to provide their immunization records in the event of an outbreak.
- Promote vaccination for staff members in an effort to safeguard the school, preschool, and child care community.
- If directed by the County Health Officer, exclude susceptible staff members during an outbreak.

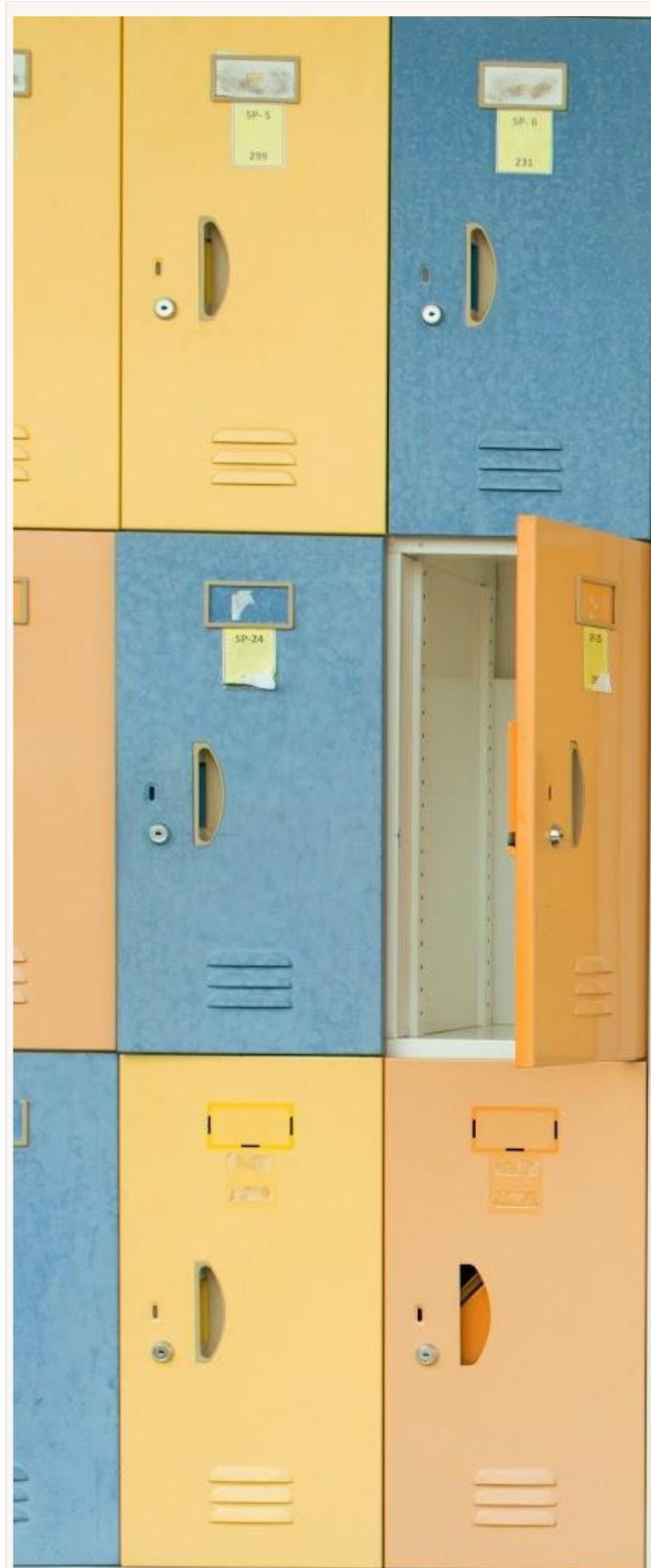
[Visit Recommendations for Healthcare workers](#)
[Our nurses are healthcare professionals too!](#)

For more Information on why vaccines are important for adults, click **[HERE.](#)**



Additional Resources

- [Vaccine Information Statements](#)
- Vaccine Fact Sheets
 - [Vaccines for Preteens and Teens Fact Sheets](#)
 - [Vaccines for Children Fact Sheet](#)
- Addressing Vaccine Hesitancy
 - [Vaccinate with Confidence](#)
 - [Meeting the Challenge of Vaccine Hesitancy](#)
 - [Vaccine Ingredients - What you Should Know](#)
- [Did you Know Your Child Could Receive Free Vaccines](#)
- [Travel Vaccines - What you should know](#)
- CDC Schedule Catch Up Aides
 - [Pneumococcal](#)
 - [Diphtheria-, Tetanus-, and Pertussis-Containing Vaccines: DTaP/DT1](#)
 - [Inactivated Polio Vaccine \(IPV\)](#)
 - [Haemophilus influenzae type b](#)



Additional Resources Cont..

- [Binational Immunization Resource Tool USA-Mexico:](#)
- [Migrant Clinician Network](#)
- [Foreign Language Terms](#)
- [ACIP Acronyms for Vaccines](#)
- [Vaccine Terms in Multiple Languages](#)
- [Glossary of Immunization and Public Health Terms for Wyoming](#)
- [General Acronyms and Abbreviations](#)

