School Nurse Checklist: How to Review Immunization Records

Confirm Age and Grade Level: Ensure requirements match for TK/K, 7th grade, transfers, or preschool.

1. **Verify Required Immunizations: Ensure documented doses for DTaP/Tdap, Polio, Hep B (K only), MMR, Varicella; Tdap booster & 2 Varicella doses for 7th grade.**
2. **Confirm Dates Are Valid: Check for full dates (MM/DD/YYYY), clinic/provider source, and acceptable vaccine types.**
3. **Apply Conditional Admission Rules: Use the CDPH conditional admission guide to determine next-dose deadlines.**
4. **Identify Missing or Non-Compliant Items: Flag missing documentation, invalid dates, missing Varicella immunity, or foreign records requiring validation.**
5. **Exemptions: Only CAIR-ME medical exemptions are accepted; no personal belief exemptions.**
6. **Record Entry: Enter data into CAIR or your district system and document follow-up dates.**
7. **Store Records Properly: Maintain confidentiality under FERPA/Ed Code; file all immunization sources.**

Reference Links

CDC Pink Book:
https://www.cdc.gov/vaccines/pubs/pinkbook/index.html

CDPH Vaccine Equivalency Chart:
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School.aspx