No. 203-AR

OFFICIAL USE ONLY:

\_\_*William R. Riker* \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_8/16/17\_\_\_\_\_

William R. Riker Issue

Superintendent Date

# EAST STROUDSBURG AREA SCHOOL DISTRICT

# ADMINISTRATIVE REGULATION

**203-AR: IMMUNIZATION**

Under the authority of Policy 203 – Communicable Diseases and Immunization, the Superintendent has issued the following directive regarding the monitoring and implementation of immunization requirements.

The school nurse shall be responsible for monitoring immunization compliance in accordance with applicable law the [**Procedure Manual School Immunization Regulations**](http://www.health.pa.gov/My%20Health/Immunizations/Documents/2017-18%20Procedure%20Manual%20School%20Immunization%20Regulations.pdf), amended, and any other guidelines and/or directives published by the Pennsylvania Department of Health.

In addition, the following annual timeline shall be followed:

One week prior to the last student day of each school year:

Each school nurse shall provide to the school principal any [Compliance Letters](https://esasd-sapphire.k12system.com/SchoolNurse/reports/ReportOptions.cfm?REPORT_CODE=IMMUNIZATION_COMPL_WARN) for students at risk of exclusion at the beginning of the next school year for lack of compliance with applicable immunization requirements. The school principal shall sign each letter and ensure that all letters are timely delivered to the parents of the affected students by the most reliable method(s), which shall include delivery by US mail.

One month prior to the first student day of each school year:

Each school nurse shall provide to the school principal any [Compliance School Exclusion Letters](https://esasd-sapphire.k12system.com/SchoolNurse/reports/ReportOptions.cfm?REPORT_CODE=IMMUNIZATION_COMPL_EXCLUSION) for students who lack a required single dose vaccine or have not provided evidence that of having begun a multiple dose vaccine series.

One week prior to the first student day of each school year:

Each school nurse shall provide to the school principal any [Compliance Provisional Enrollment Letters](https://esasd-sapphire.k12system.com/SchoolNurse/reports/ReportOptions.cfm?REPORT_CODE=IMMUNIZATION_COMPL_PROVISIONAL) for students who have begun a multiple dose vaccine series and must submit proof of completing the series or a medical certificate to the school nurse on or before the fifth day of attendance. Such students shall be provisionally enrolled during this time.

On or before the second student day of each school year:

Each school nurse shall provide to the school principal any [Compliance School Exclusion Letters](https://esasd-sapphire.k12system.com/SchoolNurse/reports/ReportOptions.cfm?REPORT_CODE=IMMUNIZATION_COMPL_EXCLUSION) for students who have begun a multiple dose vaccine series and have not yet submitted proof of completing the series or a medical certificate to the school nurse. Such students shall be provisionally enrolled until the end of the fifth day of attendance and thereafter shall be excluded.

Throughout each school year:

The school nurse shall provide to the school principal a [Compliance Provisional Enrollment Letter](https://esasd-sapphire.k12system.com/SchoolNurse/reports/ReportOptions.cfm?REPORT_CODE=IMMUNIZATION_COMPL_PROVISIONAL) or [Compliance School Exclusion Letter](https://esasd-sapphire.k12system.com/SchoolNurse/reports/ReportOptions.cfm?REPORT_CODE=IMMUNIZATION_COMPL_EXCLUSION) for any student who is eligible for provisional enrollment or exclusion, respectively. The school principal shall immediately sign and ensure that (1) all letters are timely delivered to the parents of the affected students by the most reliable method(s), which shall include delivery by US mail, (2) that all such parents are informed via telephone, and (3) that the Office of Child Accounting is immediately informed of any exclusion.

Students who report to school while excluded shall be remanded to the school office to await parent pickup and/or referred to the appropriate Children and Youth Agency if a parent/emergency contact is unreachable.