

2013-2014 COMPLIANCE TIME LINE FOR THE STUDENT IMMUNIZATION LAW REQUIREMENTS

SCHOOL DAY	CALENDAR DATE	ACTION	FORM TO USE
1 st	September 3*	School starts	
15 th	September 23	Written legal notice to parents of students with NO RECORD or BEHIND SCHEDULE or IN PROCESS (as needed)	LEGAL NOTICE (F-44001)
25 th	October 8	Second written legal notice to parents of non-compliant students. Plus, an exclusion letter if applicable. Exclusion is mandatory for non-compliant public school students in grades K through 5 if the public school district compliance level from the previous year is less than 99%. The same applies to private school students in grades K through 5 if that school's compliance level from the previous year is less than 99%.	LEGAL NOTICE (F-44001) + Exclusion Letter
30 th	October 15	First Deadline: NO RECORD on file. BEHIND SCHEDULE for one dose of Tdap in grades 6 through 12. BEHIND SCHEDULE for the first dose of polio, MMR, DTP/DTaP/DT/Td, Hep B and Varicella in all grades. BEHIND SCHEDULE for the 3 rd and/or 4 th doses of polio, final dose of DTP/DTaP/DT/Td (3 rd , 4 th or 5 th) and the 3rd dose of Hep B for all students who were not complete during their previous school year.	
40 th	October 31	Fax SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT to: Rosie Kapp, RN Communicable Disease Program Supervisor Waukesha County Public Health Division Fax: (262) 970-6670	SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT (F-04002)
60 th	December 4	Mail or fax SCHOOL REPORT TO THE DISTRICT ATTORNEY to: Debbie Renner Office of the District Attorney 515 W. Moreland Blvd. Waukesha, WI 53188 Fax: (262) 896-8098	SCHOOL REPORT TO THE DISTRICT ATTORNEY (F-44212)
		Send a report even if all students are compliant	
		Send report to the district attorney of the county in which the student resides	
80 th	January 13	Written legal notice to parents of non-compliant students for the second deadline.	LEGAL NOTICE (F-44001)
90 th	January 28	Second Deadline: BEHIND SCHEDULE for second doses of DTP/DTaP/DT/Td, Polio, MMR, and Hep B in all grades. BEHIND SCHEDULE for second dose of Varicella for grades K through 12.	
100 th	February 11	Mail or fax SCHOOL REPORT TO THE DISTRICT ATTORNEY to: Debbie Renner Office of the District Attorney 515 W. Moreland Blvd. Waukesha, WI 53188 Fax: (262) 896-8098	SCHOOL REPORT TO THE DISTRICT ATTORNEY (F-44212)
		Send a report even if all students are compliant	
		Send report to the district attorney of the county in which the student resides	

* Adjust time line to reflect your first day of school. **Include** conference and early release days. **Exclude** holidays, teacher's convention, winter recess, budget, record and in-service days.

WISCONSIN STUDENT IMMUNIZATION LAW REQUIREMENTS 2013 – 2014 COMPLIANCE TIME LINE

Waukesha County Public Health Division is providing this chart (see reverse side) to assist schools in meeting the requirements of the Wisconsin Student Immunization Law (Wisconsin Statutes, Chapter 252 and Wisconsin Administrative Code, Chapter HFS 144).

It provides guidance on required notices and reports and information on where Waukesha County schools should send their reports.

Refer to the booklet *Wisconsin School Immunization Requirements* distributed by the Wisconsin Department of Health and Family Services, Division of Public Health for additional essential information. Website: www.dhs.wisconsin.gov/immunization/reqs.htm