

2012-2013 COMPLIANCE TIME LINE FOR THE STUDENT IMMUNIZATION LAW REQUIREMENTS

| SCHOOL DAY | CALENDAR DATE | ACTION | FORM TO USE |
|-------------------|---------------|---|--|
| 1 st | September 4* | School starts | |
| 15 th | September 24 | 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 9 | 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 16 | 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 and/or DTP/DTaP/DT/Td and the 3 rd dose of Hep B for all students who were not complete during their previous school year. | |
| 40 th | October 31 | Mail or fax SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT to: Rosie Kapp, RN Communicable Disease Program Supervisor Waukesha County Public Health Division 615 W. Moreland Blvd. Waukesha, WI 53188 Fax: (262) 970-6670 | SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT (F-04002) |
| 60 th | November 30 | 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 <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">Send a report even if all students are compliant</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">Send report to the district attorney of the county in which the student resides</div> | SCHOOL REPORT TO THE DISTRICT ATTORNEY (F-44212) |
| 80 th | January 9 | Written legal notice to parents of non-compliant students for the second deadline. | LEGAL NOTICE (F-44001) |
| 90 th | January 24 | 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, 1, 2, 3, 4, 6, 7, 8, 9, 10 and 12. | |
| 100 th | February 7 | 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 <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">Send a report even if all students are compliant</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">Send report to the district attorney of the county in which the student resides</div> | SCHOOL REPORT TO THE DISTRICT ATTORNEY (F-44212) |

* 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 2012 – 2013 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