

**DEFINITION OF REPORT CATEGORIES  
FOR THE SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT  
2013-2014**

**Meets Minimum Requirements:**

Means the student has a record containing the dates (month/day/year) of immunizations for every dose of vaccine required for his/her grade level. For students in “ungraded” programs, use the requirement for the traditional age-appropriate grade.

**In Process:**

Applies to a student enrolling for the first time in a Wisconsin school (e.g. pre-Kindergarten or Kindergarten, out-of-state transfers and home schooled children) and to existing students for whom a new vaccine is first required or a new dose is first required. To be considered “In Process”, the student must provide the immunization dates demonstrating receipt of the first doses of required vaccines within 30 school days of admission. Prior to the 30<sup>th</sup> school day, the legal notice should be sent as needed. “In Process” also applies to the second doses within 90 school days of admission and the third (and fourth doses, if required) within 30 school days of admission the following school year. Any student who fails to meet the deadlines is then “behind schedule”.

**Behind Schedule:**

Applies to students who do not have a record that includes complete dates for the first, second or final deadlines. Because the Wisconsin Immunization Law applies to all public and private schools, a transfer student from any school within the state who is “Behind Schedule” enters the new school as “Behind Schedule”, **not** “In Process”.

**No Record:**

Applies to students who do not have a student immunization record on file and any transfer student for whom a record has not yet been received from the previous school. It also applies to students who have submitted a record with inappropriate information such as “all vaccines received”, “child up-to-date” or “record at doctor’s office”.

**Waivers:**

Waivers are available for personal conviction, religious or medical/health reasons. Children for whom waivers are filed are compliant. However, they may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized. A history of chickenpox disease is not a waiver. If a waiver is selected, all vaccines the child has already received should be listed on the Student Immunization Record by the parent or guardian.

The “Religious and Personal Conviction Waiver” must be signed by a parent/guardian or adult student. The “Health Waiver” **requires** a physician signature.

**Note:**

Students “In Process”, “Behind Schedule”, “No Record”, or with a “Waiver” need to be listed on Part B of the “School Report to Local Health Department” **and** any immunizations they may have received must also be listed.