

August 13, 2018

Dear School Principal and Immunization Reporting Staff,

Reporting of the immunization status of a portion of the students in your schools is a Public Health Code mandated activity and is done via the Michigan Care Improvement Registry/School Information Reporting System (MCIR/SIRS) data base. Please be assured that immunization records will not be disclosed to any other third party, except as provided under State law, without the prior written consent of the parent of the student.

Washtenaw County Health Department (WCHD) provides documents to assist you and your reporting staff in this endeavor. You can find those documents at: <https://www.washtenaw.org/1335/School-Health>. You can find further information at the Michigan Care Improvement Registry web-site at www.mcir.org.

The initial report must be entered into the MCIR data base no later than November 1, 2018 and the final report must be submitted by February 1, 2019.

Reporting of communicable diseases that occur in your school is also a Public Health Code mandated activity. Included in the School Packet is the Weekly Report of Communicable Diseases. This report needs to be submitted each Friday to WCHD via fax or email.

WCHD is offering a MCIR/SIRS and Communicable Disease reporting training session on September 17, 2018. Please consult the enclosed flier for details and registration information. Please give this letter to your immunization reporting staff person so they can avail themselves of the information that they need to use for immunization reporting.

Please watch for your mail for information from MDHHS Immunization Division and the Department of Education for changes to MCIR/SIRS reporting in relation to MCIR System compliance with FERPA.

Thank you.

Karen Manni RN, BSN, PHN
School Immunization Liaison
734-544-6758

Chris Zilke RN, PHN
Immunization Coordinator
734-544-6780

Documents Included: MCIR/SIRS Training Flyer/Waiver Policy

Public Health
555 Towner Street • Ypsilanti, MI 48198
Phone: 734-544-6700 • Fax: 734-544-6705
publichealth.ewashtenaw.org



Environmental Health
705 N. Zeeb Road • Ann Arbor, MI 48103
Phone: 734-222-3800 • Fax: 734-222-3930
environmentalhealth.ewashtenaw.org