



WCHD School Immunization Reporting Timeline

AUGUST:

- Superintendents and Principals receive information from MDHHS (Michigan Dept. of Health and Human Services)
- Site can find immunization reporting information on the WCHD website <https://www.washtenaw.org/1337/School-Packet>

SEPTEMBER:

- Determine who is or will be your MCIR site administrator and obtain login and password information.
- Obtain FERPA consent for all students and keep this in their file until they no longer attend your school.
- **Follow “Immunization Reporting Flow Chart” for entering information into a student’s MCIR/SIRS record.**
- For children who are not up-to-date on their immunizations and who do not have a waiver, send the “Incomplete” letters to parents.
- If you receive a Medical Contraindication Form it needs to be faxed to WCHD for review before it can be entered. (734-544-6706 attn: School reporting).

OCTOBER:

- Your reporting is due **November 1st with 90% compliancy** (children who are either UTD on vaccines or have a waiver) so do this work now to report on time.
- Continue entering immunization data on students who have not yet reported.
- Mail “Incomplete” letter to all parents of students who are “(I)”
- Run a “Waiver Report” which will give you an alphabetical list of waivers. Compare the list to your waivers for accuracy, fix any problems before sending.
- **BEFORE or by NOVEMBER 1st:** FAX the Waiver Report and the waivers to 734-544-6706, attn: School Reporting

NOVEMBER:

- **On or before November 1st** close your reporting period. **If you are below 90% contact SIRSreporting@washtenaw.org to discuss options.** **Please note that your funding could be affected if you do not meet these requirements.
- This report should include all Kindergarteners, 7th graders and new entrants from January 1, 2022 through September 30, 2022. All students should be Complete (C), Provisional (P) or Incomplete (I) or Waivered (W).
- FAX or mail Aggregate reporting forms to 734-544-6706, attn: School Reporting
- Continue to add students to your roster who have enrolled in your school. They will need to be on the roster for the February 2022 reporting period.

DECEMBER:

- Continue to update your roster. At this point, the roster should include all Kindergarteners, 7th graders and new entrants from January 1, 2022 through October 31, 2022.
- Continue to use the “Immunization Reporting Flow Chart” to report student’s immunization records.
- Any new entrants from October 1 – December 31, 2022 need to be included in the February 2023 Reporting period.
- **Send Incomplete Letters to parents if needed.**

JANUARY:

- Your reporting is due February 1st with a 95% compliancy rate.
- **BEFORE JANUARY 31**, run an Alphabetical List of Waivers report.
- Check any waivers received since October 1 against the report for accuracy, fix problems before sending.
- **BEFORE FEBRUARY 1st: FAX** Alphabetical List of Waivers and waivers received since the November reporting period to 734-544-6706, attn: School Reporting
- **BEFORE FEBRUARY 1st: FAX** aggregate reporting form to 734-544-6706, attn: School Reporting

FEBRUARY:

- **On or before February 1st** close your reporting period yourself (WCHD no longer will be doing this for you). **If you are below 95% contact SIRSreporting@washtenaw.org to discuss options.** **Please note that your funding could be affected if you do not meet these requirements.
- This report should include all Kindergarteners, 7th graders and new entrants from October 1, 2022 through December 31, 2022. All students should be Complete (C), Provisional (P) or Incomplete (I) or Waivered (W)

MARCH:

- Begin to enter students for 2023 MCIR/SIRS Report (in-coming K, 7th and New to school since January 1, 2022)
- Mark Kindergarteners as “Round Up” and use the November 2023 reporting period date for these students.
- Keep your roster of current students until August 2nd

SUMMER 2023:

- Final compliancy percentage letter will be sent from WCHD.

Reviewed 9.1.22 by C. Zilke, RN