

*A link to the survey will be sent out to schools during the first week of October*

- **The survey is available in a PDF form on the website if individuals would prefer to print the survey off and complete before entering data online**

### School Immunization Survey Instructions

1. Select the name of your school from the drop-down box. *Please pay special attention to the city to make sure that the correct school is selected.*
  - a. Select "Other" if
    - i. Your school is not available
    - ii. Your school name has changed/merged with another school
    - iii. You are completing the survey for homeschooled students in a district that includes multiple schools.
    - iv. If you select other, complete the requested information about your school.
2. Choose whether your school is a public or non-public facility. **Please double check that you have selected the correct answer.**
3. Enter your name and contact information. All fields are required and the survey cannot be completed until information is entered in each line.
  - a. All information should be specific to the individual completing the survey
4. Enter the name and contact information for the designated school institutional authority.
  - a. This is usually the principal or superintendent of the school.
5. Select the grades that are offered for the selected school. You will only be required to enter information on grades you have selected.
6. Answer whether you have homeschooled students affiliated with your school.
7. Select the grades that have homeschooled student in them at your school.
8. You will be required to enter immunization data on each grade that was selected. Each field is required in order for the survey to be completed.
  - a. Enter the number of students enrolled for the selected grade.
    - i. *KINDERGARTEN ONLY*: Enter how many students are up to date on all school required immunizations.
    - ii. Enter how many students have an exemption to all school required immunizations.
    - iii. The number of kindergartners exempt from any vaccine will continue to be collected. To answer the question "*How many total kindergartners have an exemption from any required vaccine for the following reasons?*" Students only need to be counted once regardless of how many vaccines they are exempt from. For example, if a child is medically exempt from MMR and Varicella vaccine, they should be counted as *one* overall medical exemption for this question. Once again, please report these separately for the students in your school and for homeschooled students. Exemptions by vaccine should be reported as well under each individual vaccine. So the child should also be counted in both the MMR and Chickenpox vaccine sections as medically exempt.
  - b. Enter the number of students who do not have any record of vaccination or a signed exemption.
  - c. Exemption data by vaccine is required for all grades.

- d. DTP/DTaP/DT/Td: Five or more doses required (one dose must have been given on or after the fourth birthday). Three doses of a tetanus-containing vaccine are required for children 7 years of age and older if not previously vaccinated. One dose of Tdap is required for 7-12 grade entry.
  - e. IPV or OPV: four doses required for grades K-12 (one dose must have been given on or after the fourth birthday. If third dose was given after fourth birthday, then a fourth dose is not needed.
  - f. Hepatitis B: Three doses are required for grades K-12. Please submit hepatitis B immunization data for all grades.
  - g. MMR: Two doses required for grades K-12.
  - h. Varicella (chickenpox): Two doses are required for K-12.  
Please do not include children who have a history of disease as "fully immunized." These children should be included in "History of Disease".
  - i. Meningococcal: One dose is required for 7-10<sup>th</sup> grade entry and two doses are required for 11-12<sup>th</sup> grade entry.
9. Once you have completed all information on the page, click on the arrow to be taken to the next page. If any fields were left blank, the survey will not advance (if this occurs, fill in any missing fields.) If all fields are complete, you will be taken to the next grade (based on the grades selected on the first page).
10. After completing the grade and vaccine specific questions, there will be some final questions. Answer each question and click the arrow to advance to the next page.
11. Once you complete the survey, you will be taken to the final page. This page will have a summary of your answers and a link to download a pdf of your responses. Please download this pdf and save or print it for your records. If you have any problems please contact the NDDoH Immunization Program at 800.472.2180 or 701.328.2378.