

# Virginia Student Immunization Survey (SIS) Step-by-Step Instructions - Kindergarten

## Before You Begin

- Collect all student immunization records for the grade(s) in which you are completing for this survey.

## Step 1 – Kindergarten (or 1<sup>st</sup> Grade if no Kindergarten students are enrolled)

- Log in to the SIS system using the password provided by DOE/VCPE
- Select the school division/county from the drop-down menu
- Select your school from the drop-down menu (If your school is not listed in the system please contact [studentimmunizationsurvey@vdh.virginia.gov](mailto:studentimmunizationsurvey@vdh.virginia.gov))
- School demographic information should pre-populate once the school division and school are selected, please update information, as necessary.

## Step 2

### Kindergarten: Box a

- **Number of students Adequately Immunized**
- Insert the total number of enrolled Kindergarten students who have received the following vaccines with the appropriate valid doses, **as of the 1<sup>st</sup> day of school**:
  - 4 doses of DTaP one on or after the 4<sup>th</sup> birthday
  - 4 doses of Polio on or after the 4<sup>th</sup> birthday (**4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at 4 years of age or older**)
  - 2 doses of MMR
  - 2 doses of Varicella
  - 3 doses of Hepatitis B
  - 2 doses of Hepatitis A

### Kindergarten: Box b

- **Number of students with Medical Exemptions**
- Insert the total number of kindergarten students enrolled in Kindergarten with a Medical Exemption
- If a student has BOTH the required number of doses in Box a and a medical exemption on file, then ONLY count them as adequately immunized and disregard the exemption.

### Kindergarten: Box c

- **Number of students with Religious Exemptions**
- Insert the total number of kindergarten students enrolled with a Religious Exemption
- If a student has BOTH the required number of doses in Box a and a religious exemption on file, then ONLY count them as adequately immunized and disregard the exemption.

### Kindergarten: Box d

- **Number of students that are Conditionally Enrolled**
- Insert total number of kindergarten students enrolled that are 'Conditionally Enrolled' as of the 1<sup>st</sup> day of school
- Conditionally enrolled students must have proof of having received at least one (1) dose of each of the required immunizations and have a schedule on file to receive the remainder of the required doses within 90 DAYS (or in the case of Hepatitis A and Hepatitis B, 180 DAYS)

### Kindergarten: Box e

- **Number of students Without Records**
- Insert number of kindergarten students enrolled with no immunization record on file as of the 1<sup>st</sup> day of school

<b>Kindergarten: Box f</b>
<ul style="list-style-type: none"><li>• <b>Number of Students Enrolled</b></li><li>• The total number of students enrolled in kindergarten at your school should automatically populate based on the data entered in Boxes a-e.</li><li>• Data entered in Boxes a, b, c, d, and e should equal Box f</li></ul>

# Virginia Student Immunization Survey (SIS) Step-by-Step Instructions – 7<sup>th</sup> grade

<ul style="list-style-type: none"> <li>Collect all student immunization records for the grade(s) in which you are completing for this survey.</li> </ul>
<b>Step 1 – 7<sup>th</sup> grade</b>
<ul style="list-style-type: none"> <li><b>Log in to the SIS system using the password provided by DOE/VCPE</b></li> <li><b>Select the school division/county from the drop-down menu</b></li> <li><b>Select your school from the drop-down menu (If your school is not listed in the system please contact <a href="mailto:studentimmunizationsurvey@vdh.virginia.gov">studentimmunizationsurvey@vdh.virginia.gov</a>)</b></li> <li><b>School demographic information should pre-populate once the school division and school are selected, please update information, as necessary.</b></li> </ul>
<b>Step 2 – 7<sup>th</sup> grade</b>
<b>7<sup>th</sup> grade: Part I</b>
<b>Box a</b>
<ul style="list-style-type: none"> <li><b>Number of students Adequately Immunized**</b></li> <li>Insert the total number of enrolled 7<sup>th</sup>-grade students who have received the following vaccines with the number of doses spaced appropriately, <b>as of the 1<sup>st</sup> day of school</b>:</li> <li>4 doses of DTaP one on or after the 4<sup>th</sup> birthday</li> <li>4 doses of Polio on or after the 4<sup>th</sup> birthday (<b>4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at 4 years of age or older</b>)</li> <li>2 doses of MMR</li> <li>2 doses of Varicella</li> <li>*UTD doses of Hepatitis B</li> <li>1 dose of Tdap</li> <li>1 dose of MenACWY</li> <li><b>DO NOT include the HPV vaccine in your Adequately Immunized total.</b></li> <li>Please check for vaccines that students are still indicated to receive based on their age.</li> <li>A completed catch-up schedule is also valid as adequately immunized.</li> </ul>
<b>7<sup>th</sup> grade: Box b</b>
<ul style="list-style-type: none"> <li><b>Number with Medical Exemptions</b></li> <li>Insert the total number of 7<sup>th</sup> grade students enrolled with a Medical Exemption</li> <li>If a student has BOTH the required number of doses in Box a and a medical exemption on file, then <b>ONLY</b> count them as adequately immunized and disregard the exemption.</li> </ul>
<b>7<sup>th</sup> grade: Box c</b>
<ul style="list-style-type: none"> <li><b>Number of students with Religious Exemptions</b></li> <li>Insert the total number of 7<sup>th</sup> grade students enrolled with a Religious Exemption</li> <li>If a student has BOTH the required number of doses in Box a and a religious exemption on file, then <b>ONLY</b> count them as adequately immunized and disregard the exemption.</li> </ul>
<b>7<sup>th</sup> grade: Box d</b>

<ul style="list-style-type: none"> <li>• <b>Number of students that are Conditionally Enrolled</b></li> <li>• Insert total number of 7<sup>th</sup> grade students enrolled that are 'Conditionally Enrolled' as of the 1<sup>st</sup> day of school.</li> <li>• Conditionally enrolled students must have proof of having received at least one (1) dose of each of the required immunizations and have a schedule on file to receive the remainder of the required doses within 90 DAYS (or in the case of Hepatitis A and Hepatitis B, 180 DAYS)</li> </ul>
<b>7<sup>th</sup> grade: Box e</b>
<ul style="list-style-type: none"> <li>• <b>Number of Students Without Records</b></li> <li>• Insert number of 7<sup>th</sup>-grade students enrolled with no immunization record on file as of the 1<sup>st</sup> day of school</li> </ul>
<b>7<sup>th</sup> grade: Box f</b>
<ul style="list-style-type: none"> <li>• <b>Number of Students Enrolled</b></li> <li>• The total number of students enrolled in 7<sup>th</sup> grade at your school should automatically populate based on the data entered in Boxes a-e.</li> <li>• Data entered in Boxes a, b, c, d, and e should equal Box f</li> </ul>
<b>7<sup>th</sup> grade: Part II Box g</b>
<ul style="list-style-type: none"> <li>• <b>Number Appropriately Immunized for Hepatitis B</b></li> <li>• Insert total number of 7<sup>th</sup>-grade students enrolled that are *UTD with the Hepatitis B vaccine as of 1<sup>st</sup> day of school</li> </ul>
<b>7<sup>th</sup> grade: Box h</b>
<ul style="list-style-type: none"> <li>• <b>Number with one dose of Tdap</b></li> <li>• Insert total number of 7<sup>th</sup>-grade students enrolled that have received one dose of Tdap vaccine as of 1<sup>st</sup> day of school</li> </ul>
<b>7<sup>th</sup> grade: Box i</b>
<ul style="list-style-type: none"> <li>• <b>Number with two doses of MMR</b></li> <li>• Insert total number of 7<sup>th</sup>-grade students enrolled that have received two doses of MMR vaccine as of 1<sup>st</sup> day of school</li> </ul>
<b>7<sup>th</sup> grade: Box j</b>
<ul style="list-style-type: none"> <li>• <b>Number with one dose of MenACWY</b></li> <li>• Insert total number of 7<sup>th</sup>-grade students enrolled that have received <b>at least</b> one dose of MenACWY vaccine as of 1<sup>st</sup> day of school</li> </ul>
<b>7<sup>th</sup> grade: Part III Box k</b>
<ul style="list-style-type: none"> <li>• <b>Number of Boys Enrolled</b></li> <li>• Insert total number of 7<sup>th</sup> grade <b>Boys</b> enrolled as of the 1<sup>st</sup> day of school, this number should not be greater than the total number of students enrolled in 7<sup>th</sup> grade (Box f).</li> </ul>
<b>7<sup>th</sup> grade: Box l</b>
<ul style="list-style-type: none"> <li>• <b>Number of Boys with one or more doses of HPV</b></li> <li>• Insert total number of 7<sup>th</sup> grade <b>Boys</b> enrolled with one or more doses of HPV vaccine, as of the 1<sup>st</sup> day of school.</li> </ul>
<b>7<sup>th</sup> grade: Box m</b>
<ul style="list-style-type: none"> <li>• <b>Number of Girls Enrolled</b></li> <li>• Insert total number of 7<sup>th</sup> grade <b>Girls</b> enrolled as of the 1<sup>st</sup> day of school, this number should not be greater than the total number of students enrolled in 7<sup>th</sup> grade (Box f).</li> </ul>
<b>7<sup>th</sup> grade: Box n</b>
<ul style="list-style-type: none"> <li>• <b>Number of Girls with one or more doses of HPV</b></li> <li>• Insert total number of 7<sup>th</sup> grade <b>Girls</b> enrolled with one or more doses of the HPV vaccine, as of the 1<sup>st</sup> day of school.</li> </ul>



# Virginia Student Immunization Survey (SIS) Step-by-Step Instructions –12<sup>th</sup> grade

<ul style="list-style-type: none"> <li>Collect all student immunization records for the grade(s) in which you are completing for this survey.</li> </ul>
<b>Step 1 – 12<sup>th</sup> grade</b>
<ul style="list-style-type: none"> <li>Log in to the SIS system using the password provided by DOE/VCPE</li> <li>Select the school division/county from the drop-down menu</li> <li>Select your school from the drop-down menu (If your school is not listed in the system please contact <a href="mailto:studentimmunizationsurvey@vdh.virginia.gov">studentimmunizationsurvey@vdh.virginia.gov</a>)</li> <li>School demographic information should pre-populate once the school division and school are selected, please update information, as necessary.</li> </ul>
<b>Step 2 – 12<sup>th</sup> grade</b>
<b>12<sup>th</sup> grade: Part I</b>
<b>Box a</b>
<ul style="list-style-type: none"> <li><b>Number of students Adequately Immunized**</b></li> <li>Insert the total number of enrolled 12<sup>th</sup>-grade students with the following vaccines, <b>as of the 1<sup>st</sup> day of school</b>:</li> <li>DTaP - 4 doses one on or after the 4th birthday.</li> <li>Polio - 4 doses one on or after the 4th birthday (4th dose is not necessary if the third dose was administered at 4 years of age or older and at least 6 months from the previous dose)</li> <li>MMR - 2 doses</li> <li>Varicella - 2 doses</li> <li><b>*Any child in school prior to 2010 is grandfathered in and <u>does not</u> need two doses of Varicella. A child who started Kindergarten <u>prior to 2010</u> only needs <u>one dose</u> of varicella for their entire tenure of school in Virginia</b></li> <li><b>*Only Kindergarteners starting school in 2010 are required to have two doses of varicella. Any other child entering Kindergarten <u>after 2010</u> is also required to have two doses.</b></li> <li>Hepatitis B - 3 doses (or 2-dose schedule <b><u>ONLY</u></b> for adolescents 11-15 years of age AND <b>ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine</b> is used).</li> <li>Tdap - 1 dose</li> <li>MenACWY - 1 dose after 16 years of age <b>beginning SY 2021-22 to SY 2025-26</b></li> <li>MenACWY - 2 doses with one after the age of 16 years <b>beginning SY 2026-27</b></li> <li><b>Please do not include HPV vaccine in the Adequately Immunized total</b></li> <li>Please check for vaccines that students are still indicated to receive based on their age.</li> <li>A completed catch-up schedule is also valid as adequately immunized.</li> </ul>
<b>12<sup>th</sup> grade: Box b</b>
<ul style="list-style-type: none"> <li><b>Number with Medical Exemptions</b></li> <li>Insert the total number of 12<sup>th</sup>-grade students enrolled with a Medical Exemption</li> <li>If a student has BOTH the required number of doses in Box a and a medical exemption on file, then <b>ONLY</b> count them as adequately immunized and disregard the exemption.</li> </ul>
<b>12<sup>th</sup> grade: Box c</b>

<ul style="list-style-type: none"> <li>• <b>Number of students with Religious Exemptions</b></li> <li>• Insert the total number of 12<sup>th</sup> grade students enrolled with a Religious Exemption</li> <li>• If a student has BOTH the required number of doses in Box a and a religious exemption on file, then ONLY count them as adequately immunized and disregard the exemption.</li> </ul>
<b>12<sup>th</sup> grade: Box d</b>
<ul style="list-style-type: none"> <li>• <b>Number of students that are Conditionally Enrolled</b></li> <li>• Insert the total number of 12<sup>th</sup>-grade students enrolled that are 'Conditionally Enrolled' as of the 1<sup>st</sup> day of school.</li> <li>• Conditionally enrolled students must have proof of having received at least one (1) dose of each of the required immunizations and have a schedule on file to receive the remainder of the required doses within 90 DAYS (or in the case of Hepatitis A and Hepatitis B, 180 DAYS).</li> </ul>
<b>12<sup>th</sup> grade: Box e</b>
<ul style="list-style-type: none"> <li>• <b>Number of Students Without Records</b></li> <li>• Insert number of 12<sup>th</sup>-grade students enrolled with no immunization record on file as of the 1<sup>st</sup> day of school</li> </ul>
<b>12<sup>th</sup> grade: Box f</b>
<ul style="list-style-type: none"> <li>• <b>Number of Students Enrolled</b></li> <li>• The total number of students enrolled in 12<sup>th</sup> grade at your school should automatically populate based on the data entered in Boxes a-e.</li> <li>• Data entered in Boxes a, b, c, d, and e should equal Box f</li> </ul>
<b>12<sup>th</sup> grade: Part II Box g</b>
<ul style="list-style-type: none"> <li>• <b>Number with at least one dose of MenACWY after 16 years of age</b></li> <li>• Insert the total number of 12<sup>th</sup>-grade students enrolled that have received at least one dose of MenACWY vaccine <b>after the age of 16 years</b>, as of 1<sup>st</sup> day of school.</li> </ul>
<b>12<sup>th</sup> grade: Box h</b>
<ul style="list-style-type: none"> <li>• <b>Number with at least two doses of MenACWY with one being after 16 years of age</b></li> <li>• Insert total number of 12<sup>th</sup>-grade students enrolled that have received at least <b>two doses</b> of MenACWY vaccine with one dose being after 16 years of age and one prior to 16 years of age - as of 1<sup>st</sup> day of school</li> </ul>
<b>12<sup>th</sup> grade: Part III Box i</b>
<ul style="list-style-type: none"> <li>• <b>Number of Boys Enrolled</b></li> <li>• Insert the total number of 12<sup>th</sup>-grade <b>Boys</b> enrolled as of the 1<sup>st</sup> day of school, this number should not be greater than the total number of students enrolled in 12<sup>th</sup> grade (Box f).</li> </ul>
<b>12<sup>th</sup> grade: Box j</b>
<ul style="list-style-type: none"> <li>• <b>Number of Boys with at least one dose of HPV vaccine</b></li> <li>• Insert total number of 12<sup>th</sup>-grade <b>Boys</b> enrolled with at least 1 dose of HPV vaccine as of the 1<sup>st</sup> day of school</li> </ul>
<b>12<sup>th</sup> grade: Box k</b>
<ul style="list-style-type: none"> <li>• <b>Number of Boys with at least 2 doses of HPV vaccine</b></li> <li>• Insert total number of 12<sup>th</sup> grade <b>Boys</b> enrolled with at least 2 doses of HPV vaccine as of the 1<sup>st</sup> day of school</li> </ul>
<b>12<sup>th</sup> grade: Box l</b>
<ul style="list-style-type: none"> <li>• <b>Number of Girls Enrolled</b></li> <li>• Insert the total number of 12<sup>th</sup>-grade <b>Girls</b> enrolled as of the 1<sup>st</sup> day of school, this number should not be greater than the total number of students enrolled in 12<sup>th</sup> grade (Box f).</li> </ul>
<b>12<sup>th</sup> grade: Box m</b>
<ul style="list-style-type: none"> <li>• <b>Number of Girls with at least one dose of HPV vaccine</b></li> </ul>

<ul style="list-style-type: none"> <li>• Insert total number of 12<sup>th</sup> grade <b>Girls</b> enrolled with at least 1 dose of HPV vaccine as of the 1<sup>st</sup> day of school</li> </ul>
<b>12<sup>th</sup> grade: Box n</b>
<ul style="list-style-type: none"> <li>• <b>Number of Girls with at least 2 doses of HPV vaccine</b></li> <li>• Insert total number of 12<sup>th</sup>-grade <b>Girls</b> enrolled with at least 2 doses of HPV vaccine as of the 1<sup>st</sup> day of school</li> </ul>

**Key:**

**Hep B** - If a child is 11-15 years of age at the time of FIRST vaccination, only two doses are needed if the adult dose of Recombivax HB is used.

\*\* HPV vaccine should not be included in the “Number of Students Adequately Immunized” total.

**Non-binary students:**

- For non-binary students, please **use the birth sex** when reporting to the survey.

For more information on School Immunization Requirements, please visit:

<https://www.vdh.virginia.gov/immunization/requirements/>

Note: MenB is a vaccine that is also commonly administered to children 16 years of age and up, however, it is not a school required vaccine. Please only include MenACWY when completing this survey.