

Instructions on How to Complete the Annual School Immunization Survey

In accordance with Kentucky Regulation [902 KAR 2:055](#) public and private elementary and secondary schools shall submit results for the Commonwealth of Kentucky Annual School Immunization Survey for Kindergarten, Seventh, and Eleventh grade.

Surveys for the 2022-2023 school year will be completed on REDCap. Each survey will be disseminated in a link form. This year, schools are asked to complete a survey for Kindergarten, Seventh, and Eleventh grade. Simply click the individual link for the grade(s) in which needs completed for your school.

If applicable, you may use the Annual School Immunization Survey worksheets and instructions, please complete all the required fields (as indicated by an *).

Updates to Survey for the 2022-2023 year:

- Survey medium moved from GenLog to REDCap
- HPV Vaccinations were removed from the 7th and 11th grade surveys.
- Terminology updated
 - Current/Up to Date/Compliant
 - Expired/Not Up to Date/Noncompliant

Once you complete all the fields, click Submit. After you have submitted all 3 sections of the survey, you will be in compliance for survey submission. Please download a copy of your survey submission for your records.

IMPORTANT: You will NOT be able to revise any of your numbers after your survey has been submitted. **If you need to edit your survey, please DO NOT submit a new survey.** Instead, contact the School Immunization Survey Coordinator Mishaal.bhurgri@ky.gov, to update the survey you already submitted.

If you miss the February 28, 2023, deadline, you may be subjected to a full certificate audit in later in 2023.

Links to the surveys:

Kindergarten: <https://redcap.link/Kindergarten2022-2023>

Seventh: <https://redcap.link/SeventhGrade2022-2023>

Eleventh: <https://redcap.link/EleventhGrade2022-2023>

School Immunization Survey Coordinator:
Mishaal Bhurgri
Mishaal.bhurgri@ky.gov

Immunization Survey Information

Schools should use these instructions as a guide to complete the REDCap survey form. Vaccine specific instructions are not included in this document. Instead, they can be found directly on the survey in REDCap for each specific grade

All surveys are to be completed by **February 28, 2023**. If you do not complete the survey by this date, you will be subject to a full certificate audit in the spring.

The survey form cannot be changed because its content is written in the legislation (for further details, refer to 902 KAR 2:055). The following instructions are intended for clarity and to explain how to complete the survey.

DEMOGRAPHIC INFORMATION	
To be filled out on survey	Instructions
Name of person completing form	Enter the name of the individual who is completing the survey.
Credentials	Select the professional credentials for best suited to the person completing the survey
County:	Enter the name of the county where your school is located.
District:	Enter the name of the district your school is located. If you are a private school, just enter the name of your school and proceed to the next question.
School Name:	Enter the name of your school.
Address: City: State: ZIP Code:	Enter the address; including city, state, and ZIP Code, for the school.
Phone Number:	Enter the telephone number of the school, with area code.
Email:	Enter the email for the individual completing the survey
Type of Facility:	Select the appropriate button for public or private.
Immunization Records pull/calculate	How does your facility pull / calculate Immunization count to respond to this survey? If you use a variety of methods, please elaborate, after selecting the "Other" option.

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<p># Enrolled:</p> <p># Homeschool students who participate in school activities:</p> <p>Grand Total:</p>	<p>Number enrolled: Enter the number of children enrolled in the specific grade only (Kindergarten or seventh or eleventh) at the time the survey is completed.</p> <p>DO NOT include children who are only receiving services if they are enrolled at another facility. The immunization status of these children will only be reported on this form. All remaining questions pertain ONLY to these children.</p> <p>Number of Homeschool children enrolled in school activities: enter the number of homeschool children who participate in school extracurricular activities.</p> <p>Grand Total: total number of children enrolled and number of homeschool children enrolled in school extracurricular activities.</p>
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CERTIFICATE & EXEMPTION INFORMATION	
To be filled out on survey	Instructions
Current/Up to Date/Compliant Certificate	<p>Enter the number of children who have a current certificate on file according to the ACIP schedule and KAR Regulations. These are those certificates that have up to date immunizations listed, appropriate for the child's age.</p> <p>Do NOT include certificates that have either a medical or religious exemption in this total.</p>
Medical Exemption	<p>Enter the number of children who have a medical exemption for some or all recommended immunizations. If a child has a medical exemption, but has had some vaccinations, please record the total number of doses for each immunization a child has received in the Vaccination-Specific section of the survey.</p>
Religious Objection	<p>Enter the number of children who have a religious objection for some or all recommended immunizations. If a child has a religious objection, but has had some vaccinations, please record the total number of doses for each immunization a child has received in the Vaccination-Specific section of the survey.</p> <p>Required documentation: An EPID 230A form, Commonwealth of Kentucky Parent or Guardian's Declination on Religious Grounds to Required Immunizations, shall: 1. Be valid for the requirements of Section 2 of this administrative</p>

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	<p>regulation.</p> <p>2. List the immunizations that a parent or guardian objects to being administered to a child based on religious grounds.</p> <p>3. Be an original document written, sworn, and signed before a notary public; and</p> <p>4. Be submitted at the time of enrollment in a childcare facility or school.</p> <p>KRS 214.036 requires parents who object to immunization of their child to provide a written sworn statement objecting to immunization of the child on religious grounds.</p>
Expired / Not Up to Date / Noncompliant Certificate	Enter the number of children who have an Expired / Not Up to Date / Noncompliant certificate on file.
No Certificate on File	Enter the number of children who have no certificate on file.

VACCINE UP TO DATE / COMPLIANT COUNTS	
Kindergarten	<ul style="list-style-type: none"> • four or more DTaP/DTP • three or more Polio (IPV, OPV) • three or more Hepatitis B (HBV) • two Hepatitis A (HAV) • two MMR or MMRV • two Varicella or MMRV
Seventh Grade	<ul style="list-style-type: none"> • three or more Hepatitis B (HBV) • two MMR or MMRV • two Varicella or MMRV • two Hepatitis A (HAV) • one Tdap • one MenACWY
Eleventh Grade	<ul style="list-style-type: none"> • three or more Hepatitis B (HBV) • two MMR or MMRV • two Varicella or MMRV • two Hepatitis A (HAV) • two MenACWY • one Tdap

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