



Before Submitting Immunization Records.....



- ✓ DOCIIS record and compare with hardcopy. Only submit record if additional information is provided.
- ✓ Student name and date-of-birth for legibility and accuracy.
- ✓ Validity of record (physicians signature and/or office stamp along with current date).
- ✓ Varicella Disease History (month, year, and physicians signature/stamp).
- ✓ Titers. Serological report must accompany request for exemption due to titers.
- ✓ Medical exemptions (must indicate permanent or temporary) and vaccine to be exempted. Temporary must have expiration date.
- ✓ Accuracy and completeness of Religious Immunization Exemption Certificate. All fields must be complete and legible. All religious exemptions expire July 1. Annual renewal required.
- ✓ HPV Vaccination Opt-out Certificate. All fields must be complete and legible. Opt-out waivers expire July 1. Annual renewal required.



Immunization Questions

- Clinical issues (202)576-9324 (ex. immunization shots, spacing concerns, exemptions, waivers, etc.).
- DOCIIS help desk (202)576-9301 (ex. duplicate records, record entry, etc.).