

Office of the Deputy Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 1, 2009

MEMORANDUM

To: All Principals

From: Frieda K. Lacey, Deputy Superintendent of Schools

Subject: Immunization Records

Montgomery County Public Schools (MCPS) and the Montgomery County Department of Health and Human Services (DHHS) work collaboratively to ensure immunization compliance. Principals are responsible for ensuring that enrollment procedures are followed in their schools. Proper documentation of required immunizations must be received before enrolling a student, unless the student is homeless. If a parent/guardian does not provide documentation of required immunizations but presents evidence of an appointment to obtain documentation or immunization within 20 calendar days of the date of enrollment, the student may be enrolled. However, if the required documentation is not provided immediately following the scheduled appointment, the student must be excluded from school and marked absent. Excluded students should be reported as a health related exclusion, code 001, using the Student Suspensions application within the Online Administrative Student Information System. Students can resume attendance when proof of immunization is received.

DHHS administrative staff is available during the summer to respond to questions about immunization compliance by contacting the nurse administrator at 240-777-1550. During the school year, School Health Services (SHS) staff is on site to answer questions about immunizations. They will provide a final review and sign off on the immunization records of all new enrollees. For the convenience of your school staff and to use as a parent reference, attached is a chart detailing minimum vaccine requirements as well as a list of immunization clinics, including location and telephone numbers, in both English and Spanish.

Additionally, SHS has revised their policy for prevention and control of tuberculosis (TB). Procedures for TB prevention now include a request that MCPS distribute a letter with recommendations for TB screening to all parents enrolling a child in school. Copies of the letter in English and Spanish also are attached.

Immunization records are subject to audit by the Maryland State Department of Education (MSDE) as part of their routine audit of student enrollment. Error findings could result in significant monetary paybacks by MCPS to the state.

Your record keepers have been apprised of this information at their regularly scheduled meetings. Staff members in the Department of Policy, Records, and Reporting are available to respond to questions at 301-279-3211. I appreciate your continuous efforts to ensure compliance with MSDE student enrollment requirements.

FKL:sp

Attachments

Copy to:

Executive Staff

Mrs. Blum

Mrs. Ferrell

Ms. Langford

School Administrative Secretaries

Ms. Covich

Dr. Newman