



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

*School and Child Care Immunization Requirements*

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# Arizona Immunization Handbook

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*For Schools and Child Care Programs*

Reviewed/Revised September 2018

# Introduction

To protect all children against serious vaccine preventable diseases, Arizona school immunization laws require students to receive immunizations before entry to child care and school. It is the responsibility of the school administrator or child care administrator (or their designee) to ensure that an immunization record for each child attending school or child care is maintained at the school or child care center. The law requires child care facilities and schools to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to public health agencies.

The Arizona Department of Health Services (ADHS) and the Arizona Immunization Program Office (AIPO) appreciate the time and effort the staff of schools and child care centers invest in verifying that all enrolled children are appropriately immunized and submitting the annual Immunization Data Report (IDR) to ADHS/AIPO.

The Arizona Immunization Handbook for School and Child Care Programs reviews school immunization requirements, staff responsibilities, procedures for evaluating immunization requirements, and reporting obligations. This handbook can be found on the [Arizona Immunization Program Website](#).

**Updates to immunization requirements and forms are posted on the AIPO website prior to the start of each school year, or with any significant changes. Please check the website for updated materials.**

The Arizona State Immunization Information System (ASIIS) is a life-long immunization registry that can help schools meet immunization requirements. We encourage your school to use ASIIS to review immunization information for your students. Visit [ASIIS](#) for more information and to enroll.

We thank all Arizona schools and child care providers for their conscientious efforts to protect the health of the children they educate and care for.

For any questions or comments, please call or contact:

Arizona Department of Health Services  
Immunization Program  
150 North 18<sup>th</sup> Avenue, Suite 120  
Phoenix, AZ 85007-3233  
(602) 364-3630  
(602) 364-3285 Fax Number

# Table of Contents

<b>Important Telephone Numbers &amp; Websites .....</b>	<b>4</b>
<b>Useful Immunization Websites.....</b>	<b>5-6</b>
<b>Commonly Used Definitions.....</b>	<b>7</b>
<b>Vaccine-preventable Diseases.....</b>	<b>8-9</b>
<b>The Basic Procedures.....</b>	<b>10</b>
<b>School and Child Care Requirements.....</b>	<b>11</b>
<b>4 Day Grace Period for Vaccine Doses Administered in Arizona.....</b>	<b>12</b>
<b>Required Recordkeeping Forms .....</b>	<b>13-15</b>
<b>Admission Procedures .....</b>	<b>16-18</b>
<b>Conditional Admissions.....</b>	<b>19</b>
<b>Exemptions to Requirements .....</b>	<b>20-22</b>
<b>Following Up with Parents/Guardians.....</b>	<b>23-25</b>
<b>Annual Assessments and Reports.....</b>	<b>26-27</b>
<b>Disease Reporting Requirements.....</b>	<b>28</b>
<b>Common Vaccine Names and Abbreviations .....</b>	<b>29-30</b>
<b>Appendix.....</b>	<b>31-37</b>
• Exhibit 1a: Flow Chart DTaP Requirements for Children Birth-5 years of Age in Preschool, Head Start and Child Care Settings	
• Exhibit 1b: Flow Chart Polio Requirements for Children Birth-5 years of Age in Preschool, Head Start and Child Care Settings	
• Exhibit 1c: Flow Chart MMR Requirements for Children Birth-5 years of Age in Preschool, Head Start and Child Care Settings	
• Exhibit 1d: Flow Chart Hib Requirements for Children Birth-5 years of Age in Preschool, Head Start and Child Care Settings	
• Exhibit 1e: Flow Chart Hep B Requirements for Children Birth-5 years of Age in Preschool, Head Start and Child Care Settings	
• Exhibit 1f: Flow Chart Varicella Requirements for Children Birth-5 years of Age in Preschool, Head Start and Child Care Settings	

# Important Telephone Numbers

## State Offices

- Arizona Immunization Program Office (AIPO) ..... 602.364.3630
- Arizona State Immunization Information System (ASIIS) ..... 602.364.3899
  - Toll-Free Number ..... 877.491.5741
- Arizona Department of Education – Health & Nutrition Services ..... 602.542.8700
- Arizona Office of Child Care Licensing ..... 602.364.2539

## County Offices

- Apache County Public Health Services District..... 928.333.2415
- Cochise Health and Social Services ..... 520.432.9468
- Coconino County Public Health Services District..... 928.679.7337
- Gila County Division of Health & Emergency Services..... 928.425.3189
- Graham County Health Department..... 928.428.0110
- Greenlee County Health Department..... 928.865.2601
- La Paz County Health Department..... 928.669.6155
- Maricopa County Department of Public Health ..... 602.506.6900
  - Immunization Program & Communicable Disease Reporting..... 602.506.6767
- Mohave County Department of Public Health..... 928.753.0714
- Navajo County Public Health Services District..... 928.532.6050
- Pima County Health Department..... 520.243.7988
  - Immunization Program..... 520.243.7763
- Pinal County Public Health Services District ..... 520.866.7282
- Santa Cruz County Health Department ..... 520.375.7800
  - Mariposa Community Health Center for Santa Cruz ..... 520.375.5046
- Yavapai County Community Health Services..... 928.442.5446
- Yuma County Public Health Services District ..... 928.317.4559

# Useful Immunization Websites

## Arizona State Information:

Arizona Department of Health Services

<http://www.azdhs.gov/index.php>

Arizona Immunization Program Office - Homepage

<http://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php>

ADHS/AIPO School and Child Care Forms and Guidance

<http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>

Arizona State Immunization Information System (ASIIS)

Life-long Registry - enroll to access/view immunization records of students

<https://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/asiis/index.php>

Arizona Revised Statutes 15-871 through 15-874

<http://www.azleg.gov/arsDetail/?title=15>

Arizona Administrative Code, Title 9, Chapter 6, Article 7

[http://apps.azsos.gov/public\\_services/Title\\_09/9-06.pdf](http://apps.azsos.gov/public_services/Title_09/9-06.pdf)

Arizona Department of Education

<http://www.azed.gov/>

Arizona Department of Education Office of Homeless Education

<https://www.azed.gov/homeless/>

ADHS Child Care Facilities Licensing Division

<http://www.azdhs.gov/licensing/childcare-facilities/index.php>

The Arizona Partnership for Immunization (TAPI)

<http://www.whylimmunize.org/>

MyIR (My Immunization Record)

<https://myir.net>

## **General Immunization Information:**

Centers for Disease Control & Prevention, Vaccines

<http://www.cdc.gov/vaccines/>

American Academy of Pediatrics (AAP)

<https://www.aap.org/>

Immunization Action Coalition

<http://www.immunize.org/>

Vaccine Adverse Event Reporting System (VAERS)

<https://vaers.hhs.gov/>

## **College Information:**

American College Health Association (ACHA)

<http://www.acha.org/>

# Commonly Used Definitions

This page provides the definitions of many terms used throughout this handbook. Many of these terms are taken directly from the Arizona statutes and rules governing school immunization requirements. Please refer to Arizona Administrative Code, R9-6-701-708 for the full list of definitions.

## *Administrator*

The individual (such as a principal or administrator) or the individual's designee having daily control and supervision of a school or child care facility. This is the person responsible for exclusion and general enforcement of the law and rules.

## *ASIIS (Arizona State Immunization Information System)*

Arizona's life-long immunization registry, a computerized database that collects, stores, analyzes, and reports immunization data. School and child care facilities can sign up for access to look up their student's immunization records.

## *Child Care Facility*

A licensed child care center, certified child care group home, Head Start or preschool; a program caring for children that is licensed or certified by the ADHS Bureau of Child Care Licensing.

## *Exclude or exclusion*

Not allowing a student to attend a school or child care facility based on lack of receipt of an up-to-date immunization record or valid ADHS exemption form

## *Parent*

The natural or adoptive mother or father; a legal guardian appointed by a court, or a "custodian" as defined in A.R.S. 8-201. A parent is a person generally recognized as having care and decision making responsibility for the child.

## *Physician*

A person licensed under A.R.S. 32, Chapter 13 (doctor of medicine – MD or DO), Chapter 17 (doctor of osteopathy), or Chapter 29 (practice of homeopathic medicine).

## *Immunization Program*

The Arizona Immunization Program Office, Arizona Department of Health Services.

## *Local (County) Health Department*

A county health department, board of health, public health officer, public health administrator or health department having jurisdiction in the area.

## *School*

A public, private, charter, or parochial education program offering kindergarten through grade 12, or any part thereof.

# Vaccine-preventable Diseases

Arizona's school and child care immunization requirements help protect children against the following diseases. For more information about these and other vaccine-preventable diseases that can be shared with parents, go to the Centers for Disease Control and Prevention (CDC) website for parents on Vaccines for Your Children at

<https://www.cdc.gov/vaccines/parents/diseases/index.html>.

**Diphtheria** – A contagious and potentially life-threatening bacterial infection that affects the nose, throat and skin. The bacteria produce a toxin that can cause life-threatening swelling of the neck and can also affect the heart and nervous system. Diphtheria is spread by coughing or sneezing.

**Tetanus** – Is sometimes known as lockjaw. It is a serious disease that affects the body's muscles and nerves. Lives in dirt and the intestines and feces of animals. Enters the body through cuts, punctures, or other wounds. Can cause serious illness and has been fatal in 11% of reported cases.

**Pertussis** – A serious disease, especially for babies. Commonly called “whooping cough” and is extremely contagious. Spreads easily through coughing and sneezing. Most babies who get pertussis have to be hospitalized and some die.

**Polio** – A highly contagious viral disease that can invade the nervous system. Can cause severe illness, paralysis, and death. Lives in the throat and intestines of an infected person and usually spreads to other people through contact with feces.

**Measles** – Measles spreads when a person infected with the measles virus breathes, coughs, or sneezes. It is very contagious and spreads quickly and easily between people and can cause serious illness in children. Can cause death in serious cases.

**Mumps** – Also a serious and contagious disease caused by a virus that spreads through coughing, sneezing, or casual contact with an infected person. Causes swelling in the cheeks or jaw and neck areas. Serious complications include deafness, meningitis (infection of the brain and spinal cord covering) and a painful swelling of the testicles or ovaries.

**Rubella** – Also known as German measles or three-day measles. Serious disease that can strike children and adults and is very dangerous for pregnant women and their unborn babies. Spreads through coughing, sneezing, or just talking with an infected person.

**Hib (Haemophilus influenzae type b)** – Very dangerous to children under five years old and even more dangerous to infants. Caused by contact with infected person. Germs enter body through the nose and throat.



**Hepatitis A** – Liver disease caused by a virus. Transmitted by swallowing the virus (fecal-oral route). Spreads through contact with someone who has hepatitis A or not washing hands after going to the bathroom and then preparing or touching food.

**Hepatitis B** – Serious liver disease caused by a virus that spreads through contact with infected blood or body fluids. Babies can be infected during childbirth if the mother is infected.

**Varicella (chickenpox)** – Common disease for children that spreads very easily. Can be especially serious in teenagers and adults who have never had the disease. Spreads through coughing, sneezing, and contact with an infected person's chickenpox sores.

**Meningococcal disease** – A bacterial illness which can be very severe, causing hospitalization, loss of limbs, or death. The disease commonly causes bacterial meningitis, an infection of the covering of the brain and spinal cord. It can also cause infections in the blood. The bacteria are spread from person-to-person through the exchange of respiratory and throat secretions (saliva or spit) during close contact.

# The Basic Procedures

## Obtain the Child's Immunization Record

Before a child may enter or attend any Arizona school or child care center (public/charter, private, or parochial), Arizona law requires that documentary proof of school required immunizations be presented to the school or child care staff by the parent. The immunization record is usually given to parents by their doctor or health care clinic. The personal immunization record must:

- Identify the student by name and date of birth
- Show the date each required vaccine dose was received
- Indicate the type of vaccine administered/received
- Include the name, signature (initials, stamp or symbol) of the healthcare provider or agency that administered the vaccines

To meet Arizona requirements for immunization records, the dates of all vaccine doses must contain the month, day and year the vaccine was administered. **A record with check marks, “up to date”, “all requirements met”, or “series is complete” instead of dates is not acceptable.**

Acceptable forms of immunization records to enter school or child care include:

- A copy of the Arizona Lifetime Immunization Record (Blue Book)
- A copy of the vaccine administration record from the healthcare provider
- A computer-generated immunization record from the Arizona State Immunization Information System (ASIIS) or from an immunization registry of another state
- A signed and dated Arizona School Immunization Record (ASIR 109R) completed by a school the child has previously attended
- A signed and dated immunization record generated by a school's vaccination information system or immunization software system which includes the child's name, date of birth, types of vaccines administered and immunization dates, as well as the school name, address, and contact person
- An immunization record or school/child care immunization record from another state or country (may or may not be signed)
- An immunization record from MyIR (My Immunization Record). MyIR is an ADHS-approved program where parents/individuals have access to review and print out a current immunization record (from ASIIS) on their own.

School staff should refer parents without records to their healthcare provider. If they have no provider, they can be referred to their local health department (see page 4).

# School and Child Care Requirements

Arizona Revised Statutes 15-871; Arizona Administrative Code R9-6-701 through 708

## School Immunization Requirements:

Authorized school personnel must review each child's immunization record(s) at the time of enrollment and/or prior to school attendance. School requirements are listed on the [Guide to Arizona Immunizations Required for School Entry: Grades K-12](#). Compare the child's number of vaccine doses to the requirements and determine if all requirements are met. Check the timing of doses specified. Most vaccine doses administered within 4 days of the recommended minimum age or interval are counted as valid by ACIP. However, ACIP does **not** allow a 4-day grace period between doses of varicella and MMR vaccines. These live vaccines must be administered on the same day, or at least 28 days apart. The Arizona Immunization Program Office (AIPO) considers vaccine doses given within the ACIP-approved grace period as valid for child care and school entry. If requirements are met, complete the [Arizona School Immunization Record](#) (ASIR109R) or enter the data into your school immunization information system.

If requirements are not met and the child lacks any required immunization doses, schools are encouraged to give the parent/guardian the [Immunization Screening and Referral Form for School K-12<sup>th</sup> Grade](#). Children must obtain the required immunization(s) and provide documentation to the school *prior* to attending school.

## Child Care Immunization Requirements:

Authorized child care personnel must review each child's immunization record(s) at the time of enrollment and/or prior to child care attendance. Child care, preschool and Head Start requirements are shown on the [Guide to Arizona Immunizations Required for Entry: Child Care or Preschool](#). Compare the child's number of vaccine doses to the requirements and determine if all requirements are met. Check the timing of doses to make sure minimum intervals have been met. The Arizona Immunization Program Office (AIPO) accepts vaccine doses given within the ACIP-approved 4-day grace period as valid for child care entry. If requirements are met, complete the [Emergency Immunization and Information Record Card](#) (EIIRC 201).

If the child lacks immunizations required for child care attendance, child care centers are encouraged to give the parent/guardian the [Immunization Screening and Referral Form for Child Care and Preschool](#). The child's parent/guardian has **15 calendar days** after child care entry to provide the child care center with proof of all required immunizations. The child shall be excluded from the center if the parent/guardian of the child fails to provide adequate documentation.



## ARIZONA DEPARTMENT OF HEALTH SERVICES

### **4-Day Grace Period for Vaccine Doses Administered in Arizona\***

The Advisory Committee on Immunization Practices (ACIP) allows for most vaccine doses administered within 4 days of the recommended minimum age interval to be counted as valid. However, the 4-day grace period does not apply in all situations. It does not allow a 4-day grace period between doses of varicella and MMR vaccines. They must be administered on the same day, or at least 28 days apart.

The Arizona Immunization Program Office (AIPO) accepts vaccine doses given within the ACIP-approved grace period as valid for child care and school entry. The 4-day grace period includes the first MMR, which may be counted if it was administered no sooner than 4 days before the child's first birthday.

It is not recommended that providers schedule immunization doses prior to the ACIP recommended minimum ages and intervals. The *Summary of Recommendations for Childhood and Adolescent Immunization* including guidance regarding minimum ages and intervals for vaccine doses may be found at [Summary of Child/Teen Immunization Recommendations](http://www.cdc.gov/mmwr/pdf/rr/rr6002.pdf). ACIP's *General Recommendations on Immunization* published January 28, 2011 can be found at <http://www.cdc.gov/mmwr/pdf/rr/rr6002.pdf>. The table of *Recommended and minimum ages and intervals between vaccine doses* can be found on page 36.

*\*First published in February 2008, this is now considered standard practice in accordance with ACIP recommendations.*

# Required Recordkeeping Forms

In accordance with A.R.S 15-874, school and child care immunization records or documents are open to inspection by the Arizona Department of Health Services and local county health departments and must be made available upon request.

## Schools:

The definition of a document is “information in written, photographic, electronic, or other permanent form”. Forms of acceptable school immunization documentation include the [Arizona School Immunization Record](#) (ASIR), which is the state-provided form OR a school-based vaccination information system, which is an electronic database used and maintained by a school or group of schools for the storage of immunization data.

If your school/health office vaccination information system can collect and store student immunization information, and can also provide a print-out which contains vaccination information as outlined in R9-6-704 (A2), then you do not need to also complete the ASIR. The school software print-out should include facility information and contact name and, when used for an official document to give to parents or another school, contain a signature. It is an individual facility/district decision to continue to use the ASIR in conjunction with the facility vaccination information system.

If your school/health office does not have a software program or vaccination information system which can collect and store vaccination data or print out a record, then you must use the ASIR - either the hard copy or the online fillable version. The ASIR forms are available free of charge from the Arizona Immunization Program Office and may be requested by using the [Immunization Forms Order Request](#). Instructions for completing the ASIR are on the back of the card.

School staff/health office personnel are to enter all available immunization data into their method of documentation, especially the immunization dates. AIPO does not endorse any of the software programs available to schools. The choice lies with each school/district, but schools should take into consideration the ability for the software to be designed to follow the ACIP recommended vaccine schedule as well as the Arizona school requirements.

The image shows the Arizona School Immunization Record (ASIR) form, which is a standardized document for recording student immunization data. The form is divided into several sections. At the top, it includes the title "ARIZONA SCHOOL IMMUNIZATION RECORD" and a note that it is a part of the mandatory permanent record. Below this, there is a section for "SCHOOL/HEALTH OFFICE" information, including the name, address, and contact details. The main body of the form is a large table with columns for the student's name, date of birth, sex, and various immunization dates (e.g., MMR1, MMR2, Tdap, Polio). The table is designed to be filled out by school staff. At the bottom, there is a section for "SCHOOL/HEALTH OFFICE" signature and date, and a section for "PARENT/GUARDIAN" signature and date. The form is intended to be a permanent record of a student's immunization history.

For schools that are using the hard copy of the ASIR, it makes sense to keep the ASIR in the student's health file. If using the online fillable ASIR or a school vaccination information system, then a copy may be kept on the school computer system. It is no longer a requirement to have a copy of the ASIR or the print-out from the school vaccination information system in each

student's health file. It is an individual school/district decision to continue to use the ASIR in conjunction with the school vaccination information system.

When deciding this, it is important to note that ADHS is not responsible for any facility computer and/or software system failure and schools should consider how to access these records in the event of computer failure or destruction. Access to records must be available to state and county health departments upon request.

It is also a requirement that the school maintain readily available lists of children who do not have documentary proof of required vaccinations or an exemption form on file for the required immunizations. These lists are necessary during county or state-declared vaccine-preventable disease outbreak situations.

The student immunization record- either the ASIR or a print-out from the school immunization information system- becomes part of the pupil's permanent file and should reflect the most relevant and current information. **At a minimum, the original immunization records received from the parent should be maintained in the student health file.** This original documentation helps to support the school record information. When an updated immunization record is provided to the school, older or duplicate records may then be destroyed, as long as all dates on the ASIR or in the school vaccination information system are supported by the documentation. In some instances, there may be several immunization records that together complete the school record.

In accordance with records retention standards and guidance set forth by the Arizona State Library, Archives, and Public Records (L.A.P.R.), schools and/or districts should have a process in place for transferring and archiving school records, including immunization records, either hard copy or electronic. Whenever a student leaves the school the cumulative folder, including the immunization record, is to be sent to the new school. The sending district or school also must make and retain a copy of the cumulative record which includes a copy of the student's immunization record.

A student's immunization records are considered to be historical and part of the Permanent Student Record, which is to be archived and kept in perpetuity after the student graduates or terminates schooling. Please check your school or district policy on records retention and procedures. The [L.A.P.R.](#) provides guidance on retention schedules and FAQs for School Districts and Charter Schools can be found at [here](#).

## Child Care Centers:

The Emergency, Information, and Immunization Record Card (EIIRC 201) is the state-required form to be used in licensed child care facilities and child care group homes. A copy of an enrolled child's immunization record(s) and/or exemption form must be attached to the Emergency, Information, and Immunization Record Card. The EIIRCs also contain vital emergency information as well as immunization data. These cards must be stored on facility premises in a place which allows ready access to the card in the event of an emergency at, or evacuation of, the facility. The EIIRC must be kept readily available during the child's attendance at the child care facility and is to be kept in a separate file on facility premises for one year after the child leaves the center according to R9-5-304(D)(2).

The Emergency Immunization and Information Record Card can be obtained from the Bureau of Child Care Licensing website at [EIIRC 201](http://www.azdhs.gov/EIIRC201). Additional information on procedures for records and immunization requirements can be found at:

<http://www.azdhs.gov/documents/licensing/childcare-facilities/rules/bccl-child-care-facility-rules.pdf>

**ADHS**  
Arizona Department of Health Services  
Bureau of Child Care Licensing  
Emergency, Information and Immunization Record Card

Child's Name: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_ Updated: \_\_\_\_\_  
Home Address (R, Street, City, State, Zip Code): \_\_\_\_\_ Date Received: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: ☐ male ☐ female

Parent or Guardian Name: \_\_\_\_\_ Home Address (R, Street, City, State, Zip Code): \_\_\_\_\_  
Cell Phone (optional): \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_ Home Address (R, Street, City, State, Zip Code): \_\_\_\_\_  
Cell Phone (optional): \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

**Immunization Information**  
(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)  
For information regarding current immunization requirements go to:  
[www.azdhs.gov/dhs/immunization.htm](http://www.azdhs.gov/dhs/immunization.htm) or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIRC card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s): ☐ no ☐ day/yr ☐ no ☐ day/yr ☐ no ☐ day/yr

Updated immunizations received and attached: ☐ no ☐ day/yr ☐ no ☐ day/yr ☐ no ☐ day/yr

**Medical Information**

If your child care facility has a software program which can collect and store student immunization information, and can also provide a print-out which contains vaccination information as outlined in R9-6-704 (A)(2), then you may print this out and attach it to the EIIRC 201. The child care software print-out should include facility information and contact name and signature. While the ASIR is designed for use in K-12 schools, it may be used in child care facilities to record vaccinations and it will be the individual facility's decision to use the ASIR.

When using electronic databases, it is important to note that ADHS is not responsible for any computer and/or software system failure and facilities should consider how to access these records in the event of computer failure or destruction. Access to records must be available to state and county health departments upon request.

It is also a requirement that the child care facility maintain readily available lists of children who do not have documentary proof of required vaccinations or have an exemption form on file for the required immunizations. These lists are necessary during county or state-declared vaccine-preventable disease outbreak situations.

**NOTE: At a minimum, the original immunization records received from the parent should be maintained in the student health file.**







## Homeless and Foster Care Students:

The federal McKinney-Vento Homeless Assistance Act requires schools to immediately enroll students who are homeless or in foster care even if their immunization and other school records are missing or unavailable at the time of enrollment. ARS 15-872 states that while the school is still required to obtain the student's immunization record and ensure that the student has met all immunization requirements, it also says that students in a homeless or foster care situation are not required to provide documentary proof of immunization until the fifth calendar day after enrollment in school.

The Arizona Department of Education (ADE) has interpreted the McKinney Vento Act to supersede regulations established by individual states. Because the ADE is the primary state agency that regulates schools and they have a great deal of knowledge and expertise in matters concerning McKinney-Vento, ADHS defers to them concerning the continued attendance of homeless students. Contact information for the State Homeless Coordinator and Foster Care Education Coordinator are listed below.

Once a homeless/foster care student is enrolled, school staff should work with the student's former school to obtain the student's immunization records quickly. Exclusion should not be an immediate option. School staff may also contact their school or district local liaison for homeless students for assistance in obtaining needed records. Please refer to ADE [Office of Homeless Education](#) for additional information.

<b>Alexis Clermont, M.Ed.</b>	<b>Joey L. Taylor</b>
State Homeless Coordinator	Foster Care Education Coordinator
Phone: 602-542-4963	Phone: 602-542-3569
Email: <a href="mailto:alexis.clermont@azed.gov">alexis.clermont@azed.gov</a>	Email: <a href="mailto:joey.taylor@azed.gov">joey.taylor@azed.gov</a>
<a href="http://www.azed.gov/homeless/">www.azed.gov/homeless/</a>	<a href="http://www.azed.gov/fostercare/">www.azed.gov/fostercare/</a>

## Homeschooled Students:

Arizona Revised Statute 15-802.01 allows homeschooled students to participate in public school interscholastic activities (such as sports, band, music) "in the same manner" as pupils who are enrolled in the public schools. Enrollment, policies and requirements for homeschooled students are to be consistent with those policies established for students enrolled at that public school. Homeschooled children enrolling in and/or attending a public school are to present an immunization record to be in compliance with Arizona school immunization requirements.

## Non-registered "special course" students:

Children in preschool or child care who attend a public school for any type of class, such as speech, are to present an immunization record to the school be in compliance with Arizona school immunization requirements.

## **Online Schools:**

There are a variety of online education opportunities for children in Arizona. We encourage online schools to obtain immunization records for all of the students registered in their programs. Students enrolled in online programs who physically attend an Arizona school for the purpose of attending an online class, or are participating in classes or activities such as band or physical education, are required to have immunization records on file with the program and/or the physical school. These students should then be included in the school's annual Immunization Data Report to the state health department.

Programs unable to distinguish between students that are online only and those students that participate in campus program activities with other students must have immunization records for all of the students.

## **If an unmet requirement is found after child has enrolled in school:**

If after a child has enrolled, he or she is discovered to lack one or more immunizations, the parent/guardian must be notified. Schools should use the [Immunization Screening and Referral Form for Schools K-12<sup>th</sup> Grades](#) and the child should be excluded until he or she is compliant with the requirements. Child care facilities may use the [Immunization Screening and Referral Form for Child Care and Preschool](#) and the parent is given 15 days from notification to be compliant with the requirements or the child will be excluded from attendance at the child care facility.

# Conditional Admissions

## Delayed Completion of One or More Immunizations:

In limited circumstances, children who have not completed the series of one or more of the required immunizations may attend child care or school while they catch up on these immunizations, on the condition that they will receive still-needed doses as they become due in the future. For those students in the process of completing the series, specific time intervals must elapse between doses according to the Advisory Committee for Immunization Practices (ACIP).

The school or child care provider must follow up by notifying parents, checking documentation that the needed immunizations were received (usually by reviewing the child's updated personal immunization record), and adding the new dates to the ASIR and/or school vaccination information system.

If a child has NOT received all immunization doses which are currently due, the child may not attend school until all doses currently due are received, and documentation is provided. If a child has not received ANY dose of a required vaccine, a first dose MUST be received prior to entry/attendance at school.

Please refer to A.A.C. R9-6-702, Table 7.2 "The Immunization Schedule for a Child Who Has Not Completed the Vaccine Series Required in Table 7.1 before Entry into a Child Care or School" for guidance on minimum intervals between doses.

Additional vaccine flow charts may be found in this handbook's appendix pp. 31-37.

For guidance on intervals between doses for students enrolled in Kindergarten-12<sup>th</sup> grade the CDC [Catch-up immunization schedule](#) is a good source of information.

The image shows a screenshot of the CDC's 'Catch-up immunization schedule' table. The table is organized into columns for 'Vaccine', 'Age Group', 'Minimum Interval Between Doses', and 'Maximum Interval Between Doses'. It provides detailed guidance on the timing of catch-up doses for various vaccines, including DTaP, Polio, Hib, HepA, HepB, HepC, MMR, and others, across different age ranges from birth to 18 years and older. The table is a complex grid with many rows and columns, providing specific recommendations for each vaccine and age group.

# Exemptions to Requirements

Arizona School and Child Care Immunization laws allow for the use of exemptions to the state immunizations required to attend schools and child care facilities.

The Arizona Immunization Program Office promotes immunization education for parents and healthcare providers so that parents may make informed decisions regarding immunizations for their children. Exemptions provide an option for the parents of children who have specific aversions to immunizations whether it is a medically relevant reason, inherent personal belief, or religious belief. Exemptions should not be used for the purpose of convenience.

The Medical Exemption form, the SCHOOL Personal Beliefs Exemption form (for students in K-12 grades) and the CHILD CARE Religious Beliefs Exemption form (for students in preschool, child care and Head Start programs) are posted at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>.

**Please note that the ADHS forms are the only valid and acceptable forms of exemption. The ADHS form should not be altered. Child care facilities and schools should not accept any exemption form that is not the ADHS format or that appears to be altered.**

## **Medical Exemptions:** [Request for Medical Exemption to Immunization](#)

- **Permanent** - If the child has a medical condition that contraindicates administration of one or more immunization(s), the child can be exempted from the immunization(s). The “Medical Exemption Form” must be completed and signed by the child’s physician or nurse practitioner and parent/guardian, and submitted before the child enters school or within 15 days of child care entry.
- **Temporary** - A child whose healthcare provider decides to postpone one or more immunization(s) because of a valid medical condition may attend school “on condition” that the needed dose(s) be obtained when the exemption expires. The physician must indicate in writing on the ADHS Medical Exemption Form what immunization(s) will be postponed, the specific nature of the medical condition or circumstance that precludes immunization, and the date when the exemption ends or when the child is to be immunized. Once the length of time for the exemption has ended, the child must receive the necessary immunization(s) or be subject to exclusion from school or child care. To attend child care or school, these children must receive all other vaccines except those listed on the exemption. Once this expiration date has occurred, the child may continue in attendance only after the school or child care receives documentation of receipt of the temporarily exempted vaccines.

- **Laboratory Evidence of Immunity** - If the child has history of having had a vaccine preventable disease and the parent does not want the child immunized against the disease, laboratory proof of immunity to that disease must be submitted. A copy of the laboratory results that prove immunity must be kept on file, along with a medical exemption form completed by the child's physician or nurse practitioner and parent/guardian. Laboratory Evidence of Immunity is required by state law for reported history of disease for measles, rubella and varicella.

Parents may sometimes submit a letter or prescription note signed by a medical provider because the parent does not want their child to receive a specific vaccine or the child is on an 'alternative schedule' for immunizations. **These are not acceptable medical exemptions.** Contact the parent and/or the physician to let them know that the submitted format is not a valid medical exemption form.

### **Personal Beliefs Exemption:**

For a child attending school, the child is exempt from the applicable immunization requirements if the child's parent submits to the school a signed Personal Beliefs Exemption form provided by the Arizona Department of Health Services, that immunizations are against the personal beliefs of the parent. The [Personal Beliefs Exemption Form](#) must be completed and signed by the parent/guardian. This exemption only applies to schools grades K-12. **Child care centers, preschool and Head Start may NOT use personal belief exemptions.**

### **Religious Beliefs Exemption:**

For a child attending child care or preschool, the child is exempt from the applicable immunization requirements if the child's parent submits to the child care facility a signed Religious Beliefs Exemption Form provided by the Arizona Department of Health Services, that immunizations are against the religious beliefs of the parent. The [Religious Beliefs Exemption Form](#) must be completed and signed by the parent/guardian. This exemption only applies to child care centers, preschool and Head Start. **Grades K-12 may NOT use religious belief exemptions.**

**NOTE: In the event of an outbreak of a vaccine-preventable disease,** children who are exempt for reasons other than laboratory evidence of immunity may be excluded from school or child care until the risk period for exposure ends. Schools and child care centers should seek guidance from their local county health department before excluding exempted children.

## **When Exemption Forms are to be Completed/Resubmitted:**

- When the student enrolls in a new school and the parent requests an exemption
- When a student transfers from one school to another with or without an existing exemption form
- When a new vaccine is required for age or immunization requirement change
- When the ADHS exemption forms or format changes. Specific instructions and guidance will be provided by ADHS when this occurs.

## **Foster Child Guidance regarding Exemptions:**

The Arizona Department of Child Services (DCS) states that licensed foster parents cannot impose their vaccine hesitancy beliefs on foster children and are not authorized to request a school or child care vaccine exemption for a foster child. DCS policy is that foster children must be fully immunized unless there is a medical contraindication, which would then require a Medical Exemption to be completed.

If there is a foster child whose parental rights have not yet been terminated and foster parents are asking a school or child care for a vaccine exemption because the actual parents do not want the child immunized, then DCS will go to court to get the authority to have the foster children properly immunized.

For further information on DCS policy regarding foster children, please contact Dr. Sara Park, DCS Medical Director, at 602-771-3638 or [spark@azdes.gov](mailto:spark@azdes.gov). Dr. Park will check with the DCS worker to determine the situation and what needs to be done to have this child properly immunized.

# Following Up with Parents/Guardians

It is the responsibility of school and child care staff to follow up on all children admitted on a conditional basis who require immunizations in the future to complete an immunization series. Schools may also need to follow up on transfer students when awaiting arrival of records from prior schools. This means that each child care center or school should develop a follow-up system for these children and employ it consistently.

The first key to success is being very clear with parents or guardians that you must enforce the Arizona law and the basic rule of, **“No shots? No school!”** The ADHS “It’s The Law” poster is available in English and Spanish and can be ordered through the AIPO website.



## Your follow-up system should include:

1. Keeping lists of unimmunized (exempt or conditional admission) children to refer to in case of vaccine-preventable disease outbreak.
2. Reviewing your records monthly.
3. Using the shortest interval to complete immunizations is encouraged but not required; for example, when a conditionally admitted child is in the 6- to 12-month interval between doses of DTaP, target the 6 months date for receiving the next dose rather than using the maximum 12 months. Notify parents of when the next dose is due, but also caution not to get the dose before the minimum interval is reached.
4. Keeping contact with the parents. Provide parents with the school or child care requirements forms and/or use the screening and referral forms specific to the grade. Encourage parents to have their child receive the next dose during the beginning of the time interval. If the parent does not come in with an updated record from a health care practitioner, the law requires that the child (unless exempt) be excluded from further school/child care attendance until proof of adequate immunization is presented.
5. Excluding children who do not meet requirements by the exclusion date. Most parents will comply with requirements when they know their child must be excluded. If you need to exclude a child, usually the student’s family quickly comes into compliance with the requirements, and the child is back in school as a result. However, the Screening and Referral Forms and documentation of your follow-up efforts will provide the information you need for due process.

## Follow-Up Systems

Described below are a few suggestions for follow-up systems. Choose whichever system is best for you or create your own.

### System 1 – School software system/ASIR/EIIRC Folder

- Keep a separate file of the documents (print-out from school software program, ASIRs or EIIRCs) of children needing follow-up. For schools, because immunization records are part of the child's permanent record, make sure that any immunization documents or records are transferred with the cumulative folder if the child changes schools.
- Clip a note with the due date onto the software print-out, ASIR, or EIIRC.
- At the beginning of each month, call, email or send parents a letter (use the Screening and Referral Forms) to remind them that shots are due and include the deadline date. Encourage parents to have their child receive the next dose at the beginning of the time interval. Note that the child should be excluded on the day after your deadline date if not immunized.
- Enter immunization dates into the vaccination information system/software, onto the ASIR, and attach to the EIIRC when the medical or clinic record is presented by parents to verify the child's immunization status.
- Repeat the steps above if additional immunizations will be needed in the future, until all requirements are met.
- Exclude students who do not provide evidence of up-to-date immunizations by the exclusion date.
- If a school or child care facility later discovers that a conditionally admitted student has not complied in meeting the conditional admission requirements and previously had not been appropriately notified by the school or child care facility, the school or child care may allow up to 15 days after notification to receive all vaccines currently due and provide documentation of these doses before excluding the student.
- When no more vaccine doses are needed, remove the documents from the follow-up file, and return it to the student's health file or child care file.

### System 2 – Computerized Student Information Systems

Schools with computerized vaccination information systems, such as CHIP, Synergy, Power Schools, School Master (and many others) can run reports or create lists of students due for immunizations. Capabilities will vary according to the system your school or child care center uses.



AIPO is aware that not all school vaccination information systems are the same and that some systems are not as nuanced to the requirements and intervals specified by ACIP and accepted by ADHS. It is up to your system administrator to make sure that your software system algorithms are kept up-to-date with both the Arizona requirements and the ACIP recommendations. If you get error messages or feel your system is incorrectly flagging a vaccination or date, you may call the Arizona Immunization Program Office at 602-364-3630 for assistance in validating the dates.

## System 3 – Index Card File

- A card file requires 3"x 5" index cards, a box to hold them, and a set of monthly index cards (January-December).
- For a child needing future immunizations, enter his or her name on an index card and list all doses which will be needed. Using the [Guide to Arizona Immunizations Required for Entry: Child Care and Preschool](#) or the [Guide to Arizona Immunizations Required for School Entry: Grades K-12](#), determine the first day of the time interval when the next dose is first due and note the due date on the upper right-hand corner of the follow-up card.
- File each follow-up card by the month the immunization is due.
- At the beginning of each month, call, email or send parents a letter (use the Screening and Referral Forms) to remind them that shots are due and include the deadline date. Encourage parents to have their child receive the next dose at the beginning of the time interval. Note the exclusion date as the day after the deadline date. Be sure to document on the index card the date the notice was sent.
- Enter immunization dates on the vaccination information system or ASIR or attach to the EIIRC when the immunization record is presented by parents to verify the child's immunization status.
- Repeat the steps above if additional immunizations will be needed in the future until all requirements are met.
- Exclude children who do not provide evidence of up-to-date immunizations by the exclusion date.
- When no more immunizations are needed, remove the card from the file box and discard.

## System 4 – Calendar

A calendar system may work well in a family child care home or in a small school or center. Use a calendar with large spaces for each day to note the name of the child on the first day of the time interval an immunization is first due. To preserve confidentiality, the calendar should not be hung where it is visible to parents or the public. Child care facilities and schools may also choose to set reminders within their electronic or internet-based calendars such as Google or Microsoft Outlook Calendar.

# Annual Assessments and Reports

Arizona Revised Statutes and Administrative Code require that schools and child care centers submit an annual Immunization Data Report (IDR) to the Arizona Department of Health Services (ADHS). **The Immunization Data Report is due no later than November 15<sup>th</sup> each year.**

## Preschool/Child Care and Schools:

Child care centers and schools are required to report the immunization status of students enrolled in child care/preschool, kindergarten and sixth grade. Reports on students are submitted to ADHS through an online web-based Immunization Data Report (IDR). The online report is available for child care centers and schools to enter their data beginning in September of each year.

Upon completion of the online web-based Immunization Data Report, the staff member who completes the report(s) prints a copy of the report for the school administrator to review. The printed report lists the number and percentage of students who are fully immunized, and therefore protected, for each type of vaccine. The IDR also lists the level of compliance with the immunization laws and requirements.

For more information and training documents please visit our website at:

<http://azdhs.gov/phs/immunization/school-childcare/data-reports.htm>

## Purpose of immunization data reported by schools and child care centers:

The ADHS Immunization Program Office provides feedback to schools and child care centers that are not in compliance with immunization requirements mandated by Arizona Revised Statutes and Arizona Administrative Code. The Immunization Program analyzes reports to identify communities that are at higher risk of outbreaks of vaccine preventable diseases and shares this information with local county health departments, the Arizona Department of Education and the ADHS Office of Child Care Licensing. School immunization coverage levels and information is listed on the AIPO website in the [Statistics and Reports](#) section. A summary of school immunization data is also submitted to the Centers for Disease Control and Prevention (CDC) in an annual report.

## Special On-Site Surveys

Each year, usually in the spring, ADHS/AIPO and local health department staff visit a random sampling of schools and child care facilities to check understanding of and compliance with immunization requirements and effectiveness of follow-up. These validation surveys are required by the CDC to ensure that schools/facilities are accurately reporting the Immunization Data Reports (IDRs).

Other visits may be made or reports may be required if disease outbreaks or other problems relating to immunizations occur. A.R.S 15-874 grants the Arizona Department of Health Services and local county health departments to have access to child care and school immunization records.

Programs can be selected for an on-site visit for a variety of reasons, including errors in submitted paperwork, confusion about the process, and sometimes if what is reported doesn't look accurate. Schools may also be randomly selected by the CDC, even if no other criteria apply. Arizona Immunization Program staff will work with the county health department to identify and schedule the validation visits at the selected sites.

Validation surveys are an excellent time to provide one-on-one training for the school or child care facility, stress the importance of the immunization review process, and answer any questions. It is also a good opportunity to encourage sites to use ASIIS and share information about other programs available from the health department.

# Disease Reporting Requirements

## Reporting Communicable Diseases

ADHS/AIPO specifically requests that schools and child care providers report all cases of measles, any rumors of measles, and any illness with both rash and fever to your local health department by telephone. Please do not wait until the child returns to child care or school before making the telephone report. Do not call the State Immunization Program to report a suspected or confirmed case. Please call your county local health department (see pg. 4 for listing).

The ADHS Office of Infectious Disease Services lists diseases that must be reported by school or child care personnel to the local health department according to the Arizona Revised Statutes R9-6-201 through 207. Note that some of these diseases must be reported immediately by phone. These forms can be found at [http://www.azdhs.gov/phs/oids/pdf/forms/cdr\\_form.pdf](http://www.azdhs.gov/phs/oids/pdf/forms/cdr_form.pdf).

Arizona Administrative Code\* Requires an Administrator of a School, Child Care Establishment, or Shelter To

**REPORT COMMUNICABLE DISEASES**  
to the Local Health Department

☐ Cerebrospinal meningitis  
☐ Coxsackievirus, acute  
☐ Cryptosporidiosis  
☐ Diarrhea, nausea, or vomiting  
☐ Enterovirus  
☐ Hepatitis A  
☐ Measles  
☐ Meningococcal invasive disease  
☐ Mumps  
☐ Pertussis (whooping cough)  
☐ Rubella (German measles)  
☐ Tetanospasmodia  
☐ Typhoid  
☐ Typhus  
☐ Varicella (chicken pox)

☐ Submit a report within 24 hours after detecting a case or suspect case.  
☐ Submit a report within 24 hours after detecting an outbreak.  
☐ Submit a report within 24 hours after detecting a case or suspect case.

[http://www.azdhs.gov/phs/oids/pdf/forms/cdr\\_form.pdf](http://www.azdhs.gov/phs/oids/pdf/forms/cdr_form.pdf) \*A.A.C. R9-6-201

## Tuberculosis (TB) Screening Requirements

Tuberculosis (TB) screening is not part of the Arizona school immunization law. If you have questions regarding TB or TB screening requirements, please contact your local health department's TB control program. For child care providers, please check with your local child care licensing agency. At ADHS, the Office of Disease Integration and Services houses the [Tuberculosis Control Program](#).

# Common Vaccine Names and Abbreviations

Unfortunately, there is no standardized set of terms for childhood vaccines used by all providers when recording immunizations. As new vaccines and combination vaccines are used, the number of possible names found on records multiplies, especially when vaccine brand names are used. The following is a list of terms you may encounter on immunization records. When combination vaccines are given, they should be recorded under each individual component, not as the combination.

Names with an \* identify vaccines that are not available or no longer used in the United States, but may have been given in previous years or in different countries.

*Cervarix	Bivalent HPV vaccine, 2vHPV
*Comvax	Hib and Hep B vaccine
*Gardasil	4 valent HPV, quadrivalent
*M	Measles vaccine only – does not count as MMR
*Menomune	Meningococcal polysaccharide vaccine (MPSV4) – quadrivalent, ACWY
*MenA	Monovalent meningoccal vaccine – A serotype
*MenC	Monovalent meningoccal vaccine – C serotype
*MenC/Y	Bivalent meningococcal vaccine, MenHibrix, serotype C and Y
*OPV	Oral Polio vaccine
*PCV7	Pneumococcal conjugate vaccine—7 valent
ActHib	Hib vaccine
Adacel	Tdap vaccine
Bexero	Meningococcal B (OMV) vaccine
Boostrix	Tdap vaccine
DT	Diphtheria and Tetanus pediatric vaccine
DTaP	Diphtheria, Tetanus and acellular Pertussis pediatric vaccine
DTP	Diphtheria, Tetanus and Pertussis vaccine
Flu	Influenza – brand names include Afluria, Fluarix, Flulaval, Flublok, FluMist, Fluvirin, Flucelvax, Fluad and Fluzone
Gardasil9	9 valent HPV
GG	Gamma Globulin
Havrix	Hepatitis A vaccine
Hep A	Hepatitis A
Hep B	Hepatitis B
Hib	Haemophilus influenzae type B
Hiberix	Hib vaccine
HPV	Human papillomavirus

## Common Vaccine Names and Abbreviations – cont.

IG	Immune Globulin
IPOL	IPV
IPV	Injectable Inactivated Polio vaccine
Kinrix	DTaP and IPV vaccine
MCV4	Meningococcal conjugate vaccine – quadrivalent, ACWY
Menactra	Meningococcal conjugate vaccine (MCV4P) - quadrivalent, ACWY
MenB	Meningococcal B vaccine
Menveo	Meningococcal conjugate vaccine (MPSV40)- quadrivalent, ACWY
MMR	Measles, Mumps and Rubella vaccine
MMRV	Measles, Mumps, Rubella and Varicella vaccine
PCV13	Pneumococcal conjugate vaccine—13 valent
Pediarix	DTaP, Polio (IPV) and Hepatitis B vaccine
PedvaxHib	Hib Vaccine
Pentacel	DTaP, Polio (IPV) and Hib vaccine
Pneumovax	Pneumococcal polysaccharide vaccine, 23 valent, PPSV23
PPSV23	Pneumococcal polysaccharide vaccine, 23 valent
PPD	Purified Protein Derivative (TB Skin test), also Tine, Mantoux
Prenar	Pneumococcal conjugate vaccine, PCV13
ProQuad	Measles, Mumps, Rubella and Varicella vaccine
Quadracel	DTaP and IPV vaccine
Rotarix	Rotavirus vaccine
RotaTeq	Rotavirus vaccine
Td	Tetanus and Diphtheria vaccine, adult
Tdap	Tetanus, Diphtheria, and acellular Pertussis vaccine
Tenivac	Tetanus and Diphtheria vaccine, adult
Trumenba	Meningococcal B (PRP) vaccine
Vaqa	Hepatitis A vaccine
VAR	Chickenpox vaccine
Varicella	Chickenpox
Varivax	Chickenpox vaccine

## Foreign Vaccines and Language Terms

For assistance in translating foreign immunization records, visit

<https://www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/b/foreign-products-tables.pdf>.

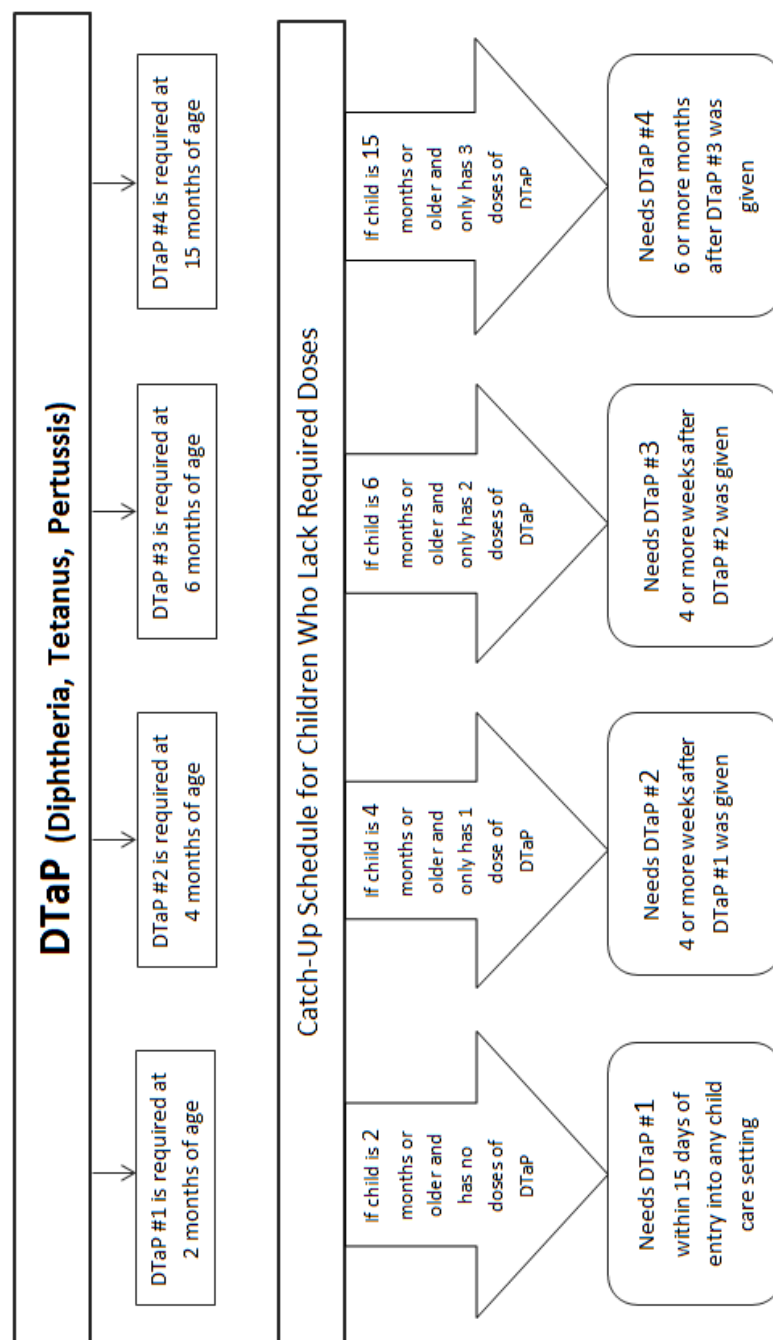
You may also contact your local county health department for assistance.

Google translate at <https://translate.google.com/> may also help with simpler translation questions.

# APPENDIX

## Exhibit 1a: **DTaP Requirements** for Children Birth through 5 Years in Preschool, Head Start and Child Care Settings

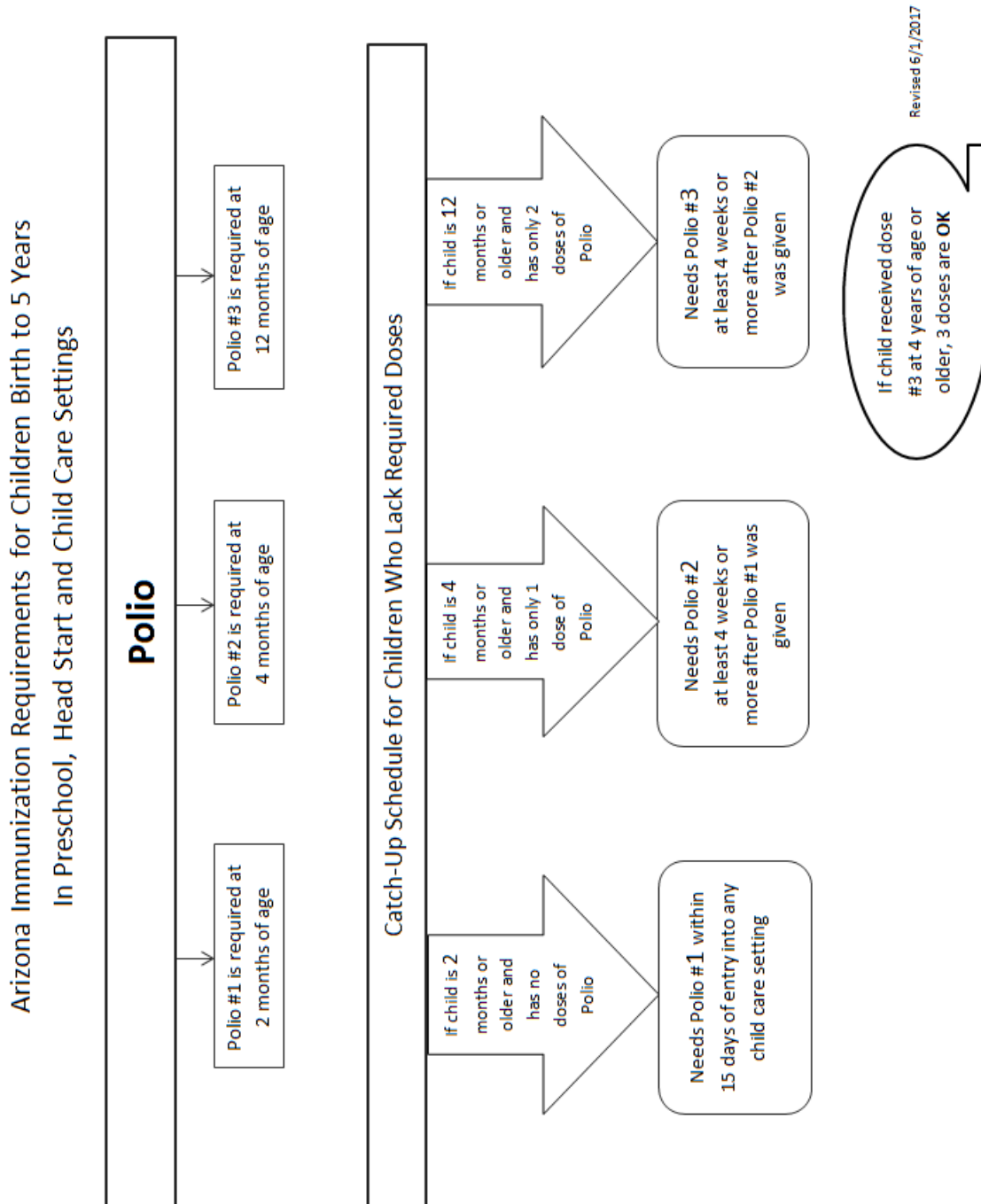
### Arizona Immunization Requirements for Children Birth to 5 Years In Preschool, Head Start and Child Care Settings



Revised 06/01/2017

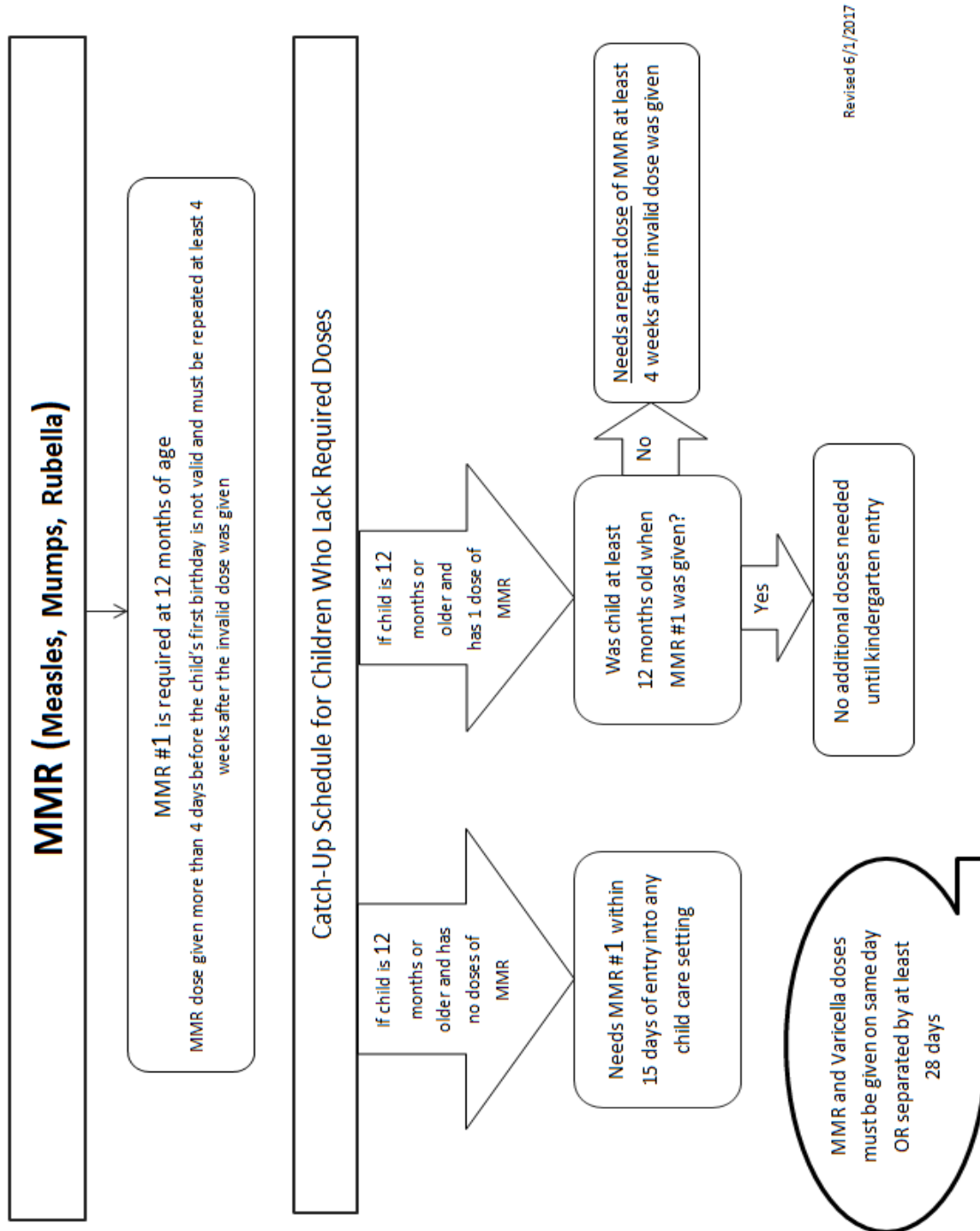


## Exhibit 1b: **Polio Requirements** for Children Birth through 5 Years in Preschool, Head Start and Child Care Settings



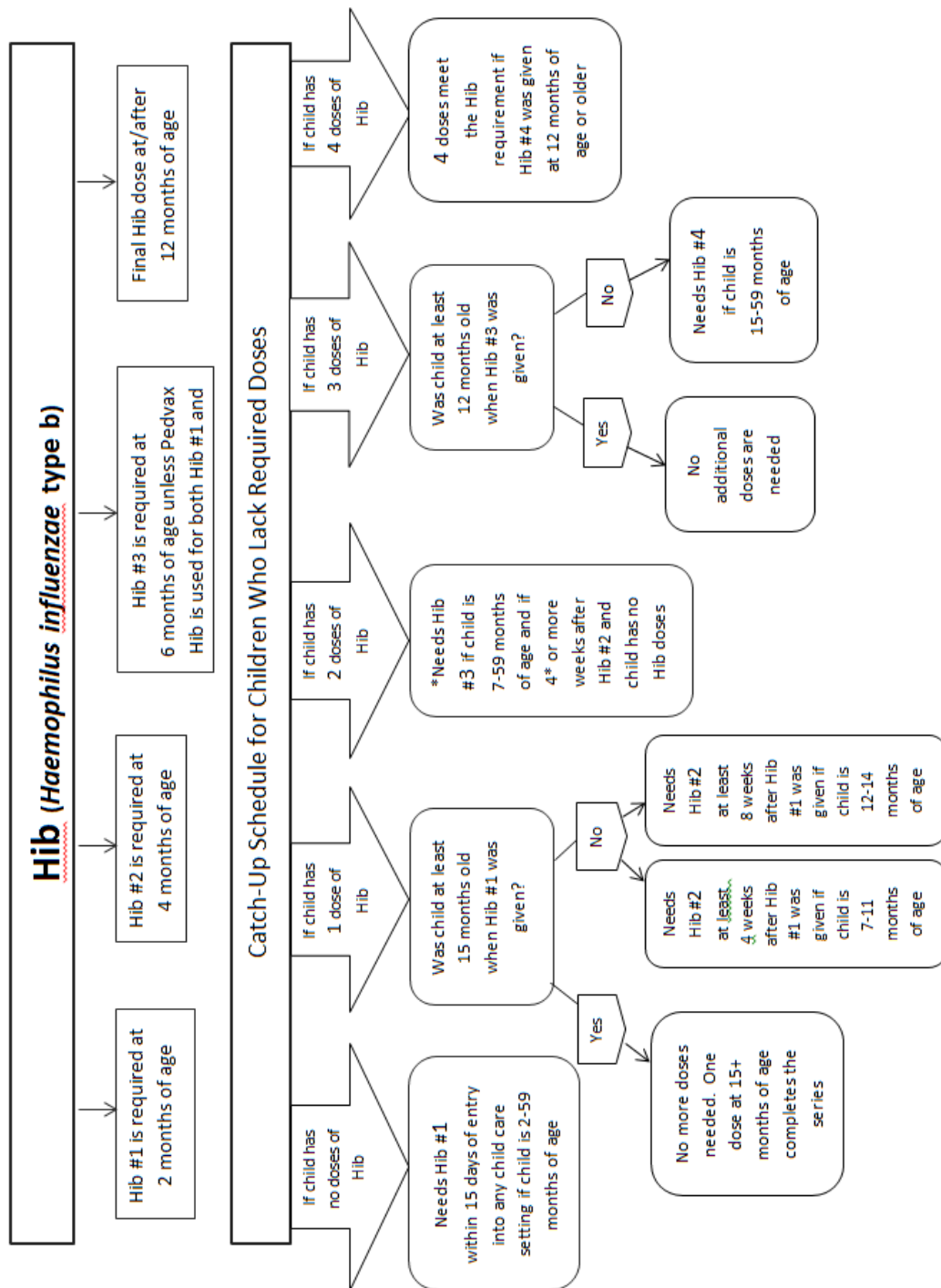
# Exhibit 1c: **MMR Requirements** for Children Birth through 5 Years in Preschool, Head Start and Child Care Settings

## Arizona Immunization Requirements for Children Birth to 5 Years In Preschool, Head Start and Child Care Settings



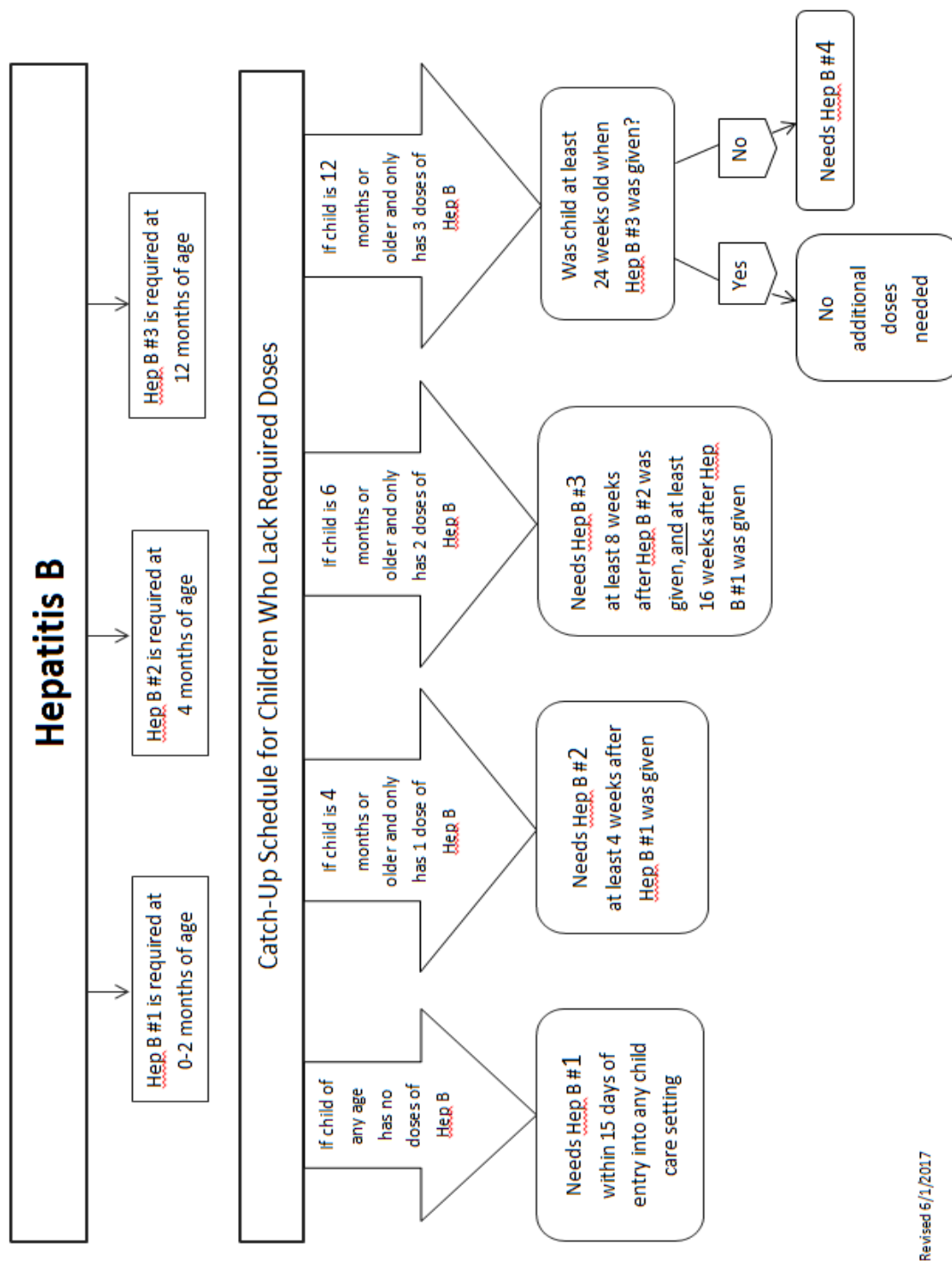
## Exhibit 1d: Hib Requirements for Children Birth through 5 Years in Preschool, Head Start and Child Care Settings

### Arizona Immunization Requirements for Children Birth to 5 Years In Preschool, Head Start and Child Care Settings



## Exhibit 1e: **Hep B Requirements** for Children Birth through 5 Years in Preschool, Head Start and Child Care Settings

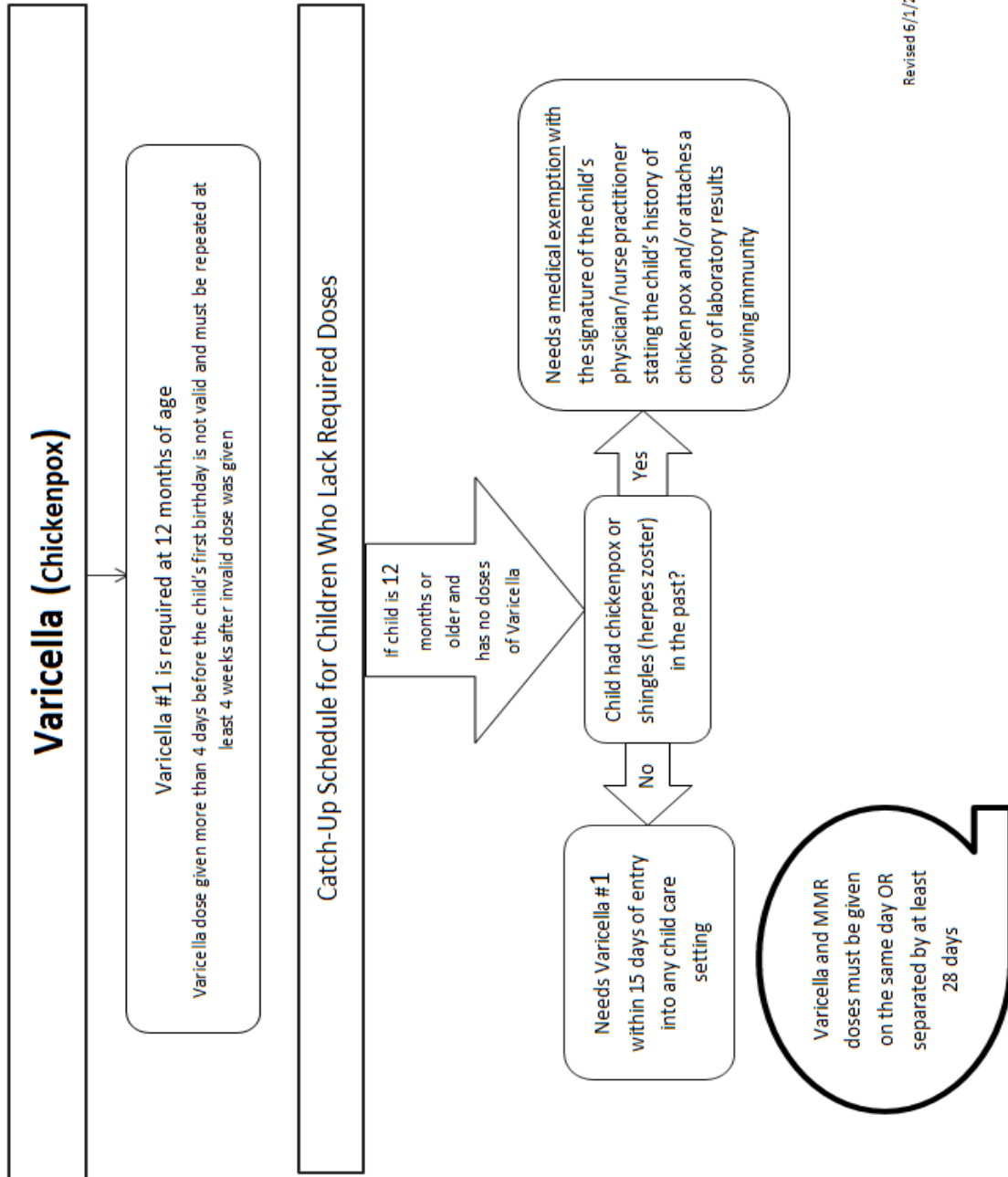
### Arizona Immunization Requirements for Children Birth to 5 Years In Preschool, Head Start and Child Care Settings



Revised 6/1/2017

## Exhibit 1f: **Varicella Requirements** for Children Birth through 5 Years in Preschool, Head Start and Child Care Settings

### Arizona Immunization Requirements for Children Birth to 5 Years In Preschool, Head Start and Child Care Settings



Revised 6/1/2017