

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2024–2025

Wisconsin Stat. § 252.04 requires that all students through grade 12 must present written evidence showing they are in compliance with the student immunization law by receiving the required number of vaccinations, being in the process of receiving the required number of vaccinations, or by having a signed waiver (see instructions and compliance definitions on the next page). Each year schools must report to the local health department the aggregate compliance total, by school, on or before the 40th school day.

INSTRUCTIONS

Complete a separate F-04002 for each school in your district. Report results for only one school (one DPI School Code) per form. Submit the data on this form (F-04002) to the online REDCap survey:

<https://redcap.wisconsin.gov/surveys/?s=Y49JFMFL3F3KYCC>

SECTION A

Fill out the contact information for this school, including lowest and highest grades, and LEA and school code. Find DPI codes for [public schools](#) and [private schools](#). For questions A1-A3, please enter the number of students in each enrollment category at the time of assessment. Please do not report data for multiple schools or entire school districts on one form. If questions A2 or A3 are not relevant to your school, please enter 0.

SECTION B

Please enter the number of students that fall into each category for each vaccine. For each question 1–5 (or 6, if applicable), students should fall into only one category. Therefore, the sum of rows a–g for each vaccine must match the total enrollment entered in question A1 and question A2. If there are zero children that fall into a given category or the category is not applicable, please enter 0. Definitions of each category are on the last page of this form.

SECTION C–D

Please enter the number of students that fall into each category. For questions 11–15, students should fall into one overall category. Therefore, the sum of these numbers entered must match numbers entered in questions A1–A2. If there are zero children that fall into a given category or the category is not applicable, please enter 0.

Section A: Complete the contact information for this school including the DPI LEA (District) Code, DPI School Code, and the grades that are enrolled at this school.

At this school, we have students enrolled in the following grades:

Starting with grade _____ to _____

DPI LEA (District) Code (4-digit number)

DPI School Code (4-digit number)

Name of School

Address, City, Zip Code

County

Name of Person Completing Form (print)

Email Address

Phone Number (include area code)

What was your first day of class instruction?

A1: Total School Enrollment:	
A2: Kindergarten Enrollment:	
A3: Grade 7 Enrollment:	

Section B: List the number of students that fall into each category for each vaccine. **For each question 1–5, the sum of rows a–g must match the total enrollment reported in A1 and A2, respectively. Please report only one waiver type per student per vaccine.**⁴

	Kindergarten Students ³	All Students ¹
1. DTaP/DTP/DT/Td	4 doses required	4 doses required
1a. Meets minimum requirements		
1b. In process		
1c. Behind schedule		
1d. Health waiver		
1e. Religious waiver		
1f. Personal conviction waiver		
1g. No record		
1h. DTaP/DTP/DT/Td Total ⁵		
2. Polio	4 doses required	4 doses required
2a. Meets minimum requirements		
2b. In process		
2c. Behind schedule		
2d. Health waiver		
2e. Religious waiver		
2f. Personal conviction waiver		
2g. No record		
2h. Polio Total ⁵		
3. Hepatitis B	3 doses required	3 doses required
3a. Meets minimum requirements		
3b. In process		
3c. Behind schedule		
3d. Health waiver		
3e. Religious waiver		
3f. Personal conviction waiver		
3g. No record		
3h. Hepatitis B Total ⁵		
4. MMR	2 doses required	2 doses required
4a. Meets minimum requirements		
4b. In process		
4c. Behind schedule		
4d. Health waiver		
4e. Religious waiver		
4f. Personal conviction waiver		
4g. No record		
4h. MMR Total ⁵		
5. Varicella	2 doses required	2 doses required
5a. Meets minimum requirements		
5b. In process		
5c. Behind schedule		
5d. Health waiver		
5e. Religious waiver		
5f. Personal conviction waiver		
5g. History of Varicella disease		
5h. No record		
5i. Varicella Total ⁵		

6. Tdap (grade 7 only)		1 dose ² required
6a. Meets minimum requirements		
6b. In process		
6c. Behind schedule		
6d. Health waiver		
6e. Religious waiver		
6f. Personal conviction waiver		
6g. No record		
6h. Tdap Total ⁵		

1. Include 3K or early childhood, 4K, and 5K through the highest grade served at the school.
2. Students below grade 7 are not assessed for Tdap and are considered to have met minimum requirements. Leave blank if there are no grade 7 students in your school. If applicable, include all students in grade 7.
3. Enter zeros if there are no kindergarten students at this school.
4. In some cases, a parent may select more than one type of waiver on their child's Student Immunization Record. If a parent selects more than one waiver for **one** or **all** vaccines, please select one waiver to report using the following guidance: health waivers take precedence over religious or personal conviction waivers; religious waivers take precedence over personal conviction waivers.
5. On the REDCap survey, this total will be auto calculated based on the numbers entered for each vaccine type.

Section C: List the number of students that fall into each category. Students may fall into more than one category (for example, having a medical waiver for MMR and a personal conviction waiver for DTaP).

	Kindergarten Students	All Students ¹
7. At least one health waiver:		
8. At least one religious waiver:		
9. At least one personal conviction waiver:		
10. Students who have received no immunizations and have a waiver for all vaccines		

Section D: List the number of students that fall into each category. Definitions of each category are found on the next page. Students should fall into one overall category.

	Kindergarten Students	All Students ¹
11. Students meeting all minimum requirements: ⁴		
12. Students who are in process: ²		
13. Students who are behind schedule: ²		
14. Students with no record: ²		
15. Students with any waiver: ³		
Sum of Compliant Students ⁵ :		
Sum of All Students ⁶ :		
Estimated School Compliance Rate ⁷ :		

1. Including 3K or early childhood, 4K, and 5K through the highest grade served at the school.
2. Please refer to the compliance definitions on the following pages to ensure proper classification.
3. Refers to the number of **students** with any waiver (health, religious, or personal conviction), not the number of waivers. Therefore, students with more than one waiver should be counted **once**.
4. Do not include students with a history of disease, either parent reported or through an immunity test/titer.
5. This is an auto calculation on the REDCap survey. It is the sum of the numbers entered in questions 11-12 and 15.
6. This is an auto calculation on the REDCap survey. It is the sum of the numbers entered in questions 11-15. It should exactly match the numbers entered in A1 and A2 (if applicable).
7. This is an auto calculation on the REDCap survey. It is calculated by taking the Sum of All Students and dividing it by the number entered in A1.

Instructions and Compliance Definitions for School Report to Local Health Departments

Section A: Identification of School

Each School Report to Local Health Department should include the aggregate results for only one school. Each school has a unique identification number assigned by DPI. That unique identification number is represented by two codes: the LEA code (which is also the district code) and the DPI school code. Therefore, each School Report to Local Health Department should include results for only one LEA code-school code combination. In Section A, please report both the DPI LEA (district) code and the DPI school code for this school. Please note that both codes are each four digits long, including leading zeros. You can search for your school's codes using the following links.

Public schools: <https://apps6.dpi.wi.gov/SchDirPublic/schools>

Private schools: <https://apps6.dpi.wi.gov/SchDirPublic/private-schools>

In the "search text" field, type all or part of the name of your school. Private school search results will immediately include the LEA (district) code and the school code. These are the codes that should be entered in Section A.

When public schools search for their name, they will immediately see the school code. However, to view the LEA (district) code, public schools will need to click on the name of the school.

Section B: Compliance Definitions

Required vaccines and number of doses:

Grade or Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) ¹	4 DTaP/DTP/DT ²		3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸
Grades K–6	4 DTaP/DTP/DT/Td ^{2,3}		4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸
Grades 7–12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

- Children ≥ 5 years of age who are enrolled in a pre-K class should be assessed using the immunization requirements for K through grade 6 which would normally correspond to the individual's age.
- D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students **pre-K through grade 12**: Four doses are required. However, if a student received the third dose after the 4th birthday, further doses are not required. (Note: a dose four days or less before the 4th birthday is also acceptable).
- DTaP/DTP/DT vaccine for children **entering kindergarten**: Each student must have received one dose after the 4th birthday (either the third, fourth, or fifth dose) to be compliant. (Note: a dose four days or less before the 4th birthday is also acceptable).
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required. Schools with only grades 6 and below, enter zeros in these cells.
- Polio vaccine for students entering kindergarten **through grade 12**: Four doses are required. However, if a student received the third dose after the 4th birthday, further doses are not required. (Note: a dose four days or less before the 4th birthday is also acceptable).
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is a measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday (Note: a dose four days or less before the 1st birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles, mumps, and rubella) is also acceptable.
- Varicella vaccine is chickenpox vaccine. Students who have a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may document a reliable history of varicella disease by indicating that the student has had varicella and signing the Student Immunization Form (DHS Form 04020L).

Section B Cont'd: Compliance Definitions	
Meets Minimum Requirements	A student is considered meets minimum requirements if the student has a record containing the dates (month/day/year) of immunizations for every dose of vaccine required for their grade level. For students in "ungraded" programs (such as pre-k), use the requirement for the traditional age-appropriate grade. A student that has an immunization waiver (health, religious, or personal conviction) should not be counted in this category.
In Process	A student is considered in process if the student is enrolling for the first time in a Wisconsin school (for example, pre-k, kindergarten, out-of-state transfers, and homeschooled children) and is working towards meeting the vaccine dose requirement. in process may also apply to an existing student with a new vaccine requirement. To be considered in process , the student must provide the immunization dates demonstrating receipt of the first doses of required vaccines within 30 school days of admission. A student cannot be considered in process if the missing vaccine is a single-dose vaccine requirement (that is, Tdap); this student would be behind schedule .
Behind Schedule	A student is considered behind schedule if the student has an immunization record, and all the following conditions are met: <ul style="list-style-type: none"> • The student is not meets minimum requirements with vaccine • The student is <u>not</u> in process • The student does <u>not</u> have a waiver for the vaccine. <p>Because the Wisconsin Student Immunization Law applies to all public and private schools, a transfer student from any school within the state who is behind schedule enters the new school as behind schedule and not in process.</p>
Waivers: Health, Religious, or Personal Conviction	There are three types of waivers : health , religious , and personal conviction . A student may have a waiver for one or more vaccines. Further, a student may have more than one type of waiver (for example, a health waiver for DTaP and a religious waiver for MMR). However, a student should have only one waiver reported per vaccine. If a parent selects more than one waiver for one or all vaccines, please select one waiver to report using the following guidance: health waivers take precedence over religious and personal conviction waivers; religious waivers take precedence over personal conviction waivers.
No Record	Children for whom waivers are filed are compliant with the Wisconsin Student Immunization Law. However, they should not be counted in the meets minimum category and may be subject to exclusion from school in the event of an outbreak of disease(s) against which they are not completely immunized.
No Record	A student is considered to have no record if the student falls into <u>one</u> of the following categories: <ul style="list-style-type: none"> • The student does not have an immunization record on file • The student is a transfer student and the record has not yet been received from the previous school • The student has a record, but the record has inappropriate information, such as "all vaccines received," "child up to date," or "record at doctor's office."
No Immunizations	A student is counted in this section if he or she received no doses of immunizations <i>and</i> he or she has a waiver for all vaccines.