



# 2024-2025 School and Licensed Child Care Immunization Audit Materials for Local Public Health Agencies

AUGUST 2024



Health and  
Human Services

## TABLE OF CONTENTS

Executive Summary .....	2
Immunization Record Review – K-12 Schools.....	3
Immunization Record Review – Licensed Child Care .....	6
Audit Tips and Reminders .....	8
Immunization Registry Information System (IRIS) Reporting Instructions.....	10
Common Audit Errors to Avoid .....	20
Frequently Asked Questions .....	21

## Executive Summary

The Iowa Department of Health and Human Services (Iowa HHS), Immunization Program, compiled materials to assist Local Public Health Agencies (LPHAs) with the completion of school and licensed child care immunization audits for the 2024-2025 school year. Iowa Code, Chapter 139A.8(6) and Iowa Administrative Code (IAC), 641-7.8(139A) of the administrative rules require annual audits of all immunization records for public and nonpublic students in kindergarten through 12<sup>th</sup> grade. Additionally, LPHAs conduct audits of immunization records for children enrolled in licensed child care. Assessments are conducted to ensure attendees receive the required immunizations and have a valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization. Chapter 139a.8(6) of Iowa law and IAC 641-7.7(139) outline immunization requirements to attend licensed child care centers. To attend school or licensed child care, a student or child must present a valid Certificate of Immunization, Provisional Certificate of Immunization, or Certificate of Immunization Exemption (Medical or Religious) to the admitting official.

School audits can begin as early as the first day of school to allow additional time for LPHAs to conduct audits. The due date for school audits to be completed and entered in IRIS is **Friday, November 1, 2024**. The due date for child care audits to be completed and entered in IRIS is **Friday January 31, 2025**.

Staff involved in school and child care immunization audits should review all audit information provided in this instruction guide and use the IRIS Instructions, even if they have completed the audits in previous years. Audit instructions have been created to avoid common audit and reporting errors. The materials have been combined into one instruction guide for ease of access.

Prior to entering audit results in Immunization Registry Information System (IRIS), LPHA staff will need access to IRIS Audit functionality. Current School Audit Users are not required to resubmit an IRIS Authorized Site Agreement. Individuals who do not have School Audit Access need to complete the attached IRIS Authorized Site Agreement-Organization Form and select “LPHA Org Admin” or “LPHA Standard User” under the Planned Use of IRIS, School Audits section. The IRIS form is also available on the [IRIS webpage](#). Fax the completed form to the IRIS Help Desk at 1-800-831-6292 or send electronically to [IRISenrollment@hhs.iowa.gov](mailto:IRISenrollment@hhs.iowa.gov). Questions regarding IRIS enrollment forms may be directed to the IRIS Help Desk at 800-374-3958.

Questions regarding audits or the audit process should be directed to Jessica Schultz at 1-800-831-6293 or [Jessica.Schultz@hhs.iowa.gov](mailto:Jessica.Schultz@hhs.iowa.gov).

# Immunization Record Review – K-12 Schools

The following information is intended to assist LPHAs with the completion of school immunization audits. Chapter 139A.8(6) of the immunization law and 641-7.8(139A) of the administrative rules require annual audits of all immunization records for public and nonpublic students in kindergarten through 12<sup>th</sup> grade. The due date for school audits to be completed and entered in IRIS is **Friday, November 1, 2024**.

## School Audit Information

1. Determine the schools (elementary, secondary, public and nonpublic) to be audited within the local board of health's jurisdiction. One school district may be divided into two or more counties. Local public health agencies will need to determine which agency will conduct the audit.
2. Establish a time to perform the audit.
3. A paper version of the IRIS school audit can be used to complete school audits when access to IRIS is unavailable or while at the school building. *All audits must be submitted in IRIS. Please do not mail paper audit forms to the Iowa Department of Health and Human Services.*
4. Certificate Requirements - All Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption must be properly completed to be valid. A faxed copy, photocopy, or electronic copy is acceptable. In addition, each certificate should include the following to be valid:
  - **Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, and the signature of a physician, physician assistant, nurse, or certified medical assistant.
  - **Provisional Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, remaining vaccine(s) required, reason applicant qualifies for provisional enrollment, the signature of the physician, physician assistant, nurse, or certified medical assistant, and an expiration date not to exceed 60 days. There are two situations that warrant the use of a Provisional Certificate of Immunization:
    - The student has transferred from a domestic (U.S.) school system and the records have not arrived, or
    - The student has received at least one dose of each required vaccine but has not completed the required immunizations.
  - Provisional Certificates of Immunization should be issued to the admitting official of the school upon enrollment. At the time of the audit, if the Provisional

Certificate of Immunization is expired (greater than 60 days) and a Certificate of Immunization has not been issued for the student, the record shall be counted as invalid and included in the “students without acceptable or no certificates” column of the audit form.

- **Certificate of Immunization Exemption - Religious:** applicant’s last name, first name, date of birth, and signature of applicant, parent or guardian.
  - **Certificate of Immunization Exemption - Medical:** applicant’s last name, first name, date of birth, vaccine(s) exempted, an expiration date (if applicable), and printed name, Iowa medical license number and signature of physician, physician assistant, or nurse practitioner. Previous versions of the Certificate of Immunization Exemption already on file remain valid, and student records do not need to be updated to the current version dated July 2024. Previous versions of the Certificate of Immunization Exemption remain valid and can be accepted for upcoming school years.
5. Certificates should be audited for vaccine doses administered at the minimum age and intervals as recommended by the Advisory Committee on Immunization Practices (ACIP). Doses administered  $\leq 4$  days before the minimum interval or age shall be counted as valid.

### Conducting School Audits

1. Use the School and Child Care Audit IRIS Instructions to enter School audit data. Enter school audit data in IRIS under the appropriate school found in the *School Name* drop down menu. When multiple grades are located in the same building, enter the appropriate grade level audit data into the corresponding school. **School districts, school buildings and grade levels are available in the [Iowa Educational Directory](#).**
2. **The School Name drop down menu includes a school district for each district in Iowa. *School districts should not be used to report audit data except for home-schooled student records maintained at the school district office. If a school district does not maintain home-school records, leave the district blank. Inappropriate reporting in the school district requires time intensive follow up from Iowa HHS and LPHAs, and is the number one reporting error for school audits.***
3. The audit form includes the following fields:
  - *Enrollment* is the number of students in each grade enrolled in the school (number provided by the school). Each student should only be counted once.
  - Students with a *Certificate of Immunization* are the number of students who have a valid Certificate of Immunization.
  - Students with a *Provisional Certificate* are the number of students who have a valid Provisional Certificate of Immunization.

- Students with *Certificates of Immunization Exemption* are the number of students who have a valid Certificate of Immunization Exemption for medical or religious reasons.
- *Total Certificates* is the total number of Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption.
- *Students without a certificate or an acceptable certificate* are the number of students who do not have a valid certificate. The number of students without acceptable or no certificates is the difference between Total Enrollment and Total Certificates.
- The *Home School* category should be used for all Competent Private Instruction (CPI) students. CPI students should be counted in the Home School row of the corresponding school. CPI is defined as private instruction provided to a child using a plan and course of study in a setting other than a public or organized accredited nonpublic school. The Home School category includes CPI Option 1 children and Option 2 children receiving dual enrollment. *Children receiving Independent Private Instruction (IPI) are exempt from immunization requirements and should not be included in the audit or counted in the Total Enrollment.*

Home-schooled student records should be documented in the school where the immunization record is maintained (e.g., elementary school). If home-schooled student records are maintained at the school district office, these should be reported under the school district. IRIS includes a school district office for each district in Iowa. **School districts should not be used to report audit data with the exception of home-schooled student records maintained at the school district office.**

4. Special Education students are assigned to a grade level and should not be counted separately.
5. Preschool children who attend a school system shall be entered only on the Child Care Immunization Record Review form. Preschool children should be audited for child care level requirements  $\geq 24$  months of age.
6. Upon completion of the audit, a copy of the audit should be given to the school admitting official.

# Immunization Record Review – Licensed Child Care

The following information is intended to assist LPHAs with the completion of child care audits, which include licensed child care centers, preschools, and Head Start. The due date for child care audits to be completed and entered in IRIS is **January 31, 2025**.

## Child Care Audit Information

1. Determine the licensed child care centers, preschools, and Head Start Centers to be audited within the local board of health's jurisdiction. A list of licensed child care and preschool providers by county is available on the [Iowa HHS webpage](#).
2. Establish a time to perform the audit.
3. A paper version of the IRIS school audit can be used to complete school audits when access to IRIS is unavailable or while at the school building. *All audits must be submitted in IRIS. Please do not mail paper audit forms to the Iowa Department of Health and Human Services.*
4. Certificate Requirements - All Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption must be properly completed to be valid. A faxed copy, photocopy, or electronic copy is acceptable. In addition, each certificate should include the following to be valid:
  - **Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, and the signature of a physician, physician assistant, nurse, or certified medical assistant.
  - **Provisional Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, remaining vaccine(s) required, reason applicant qualifies for provisional enrollment, the signature of the physician, physician assistant, nurse, or certified medical assistant, and an expiration date not to exceed 60 days. There are two situations that warrant the use of a Provisional Certificate of Immunization:
    - The student has transferred from a domestic (U.S.) school system and the records have not arrived, or
    - The student has received at least one dose of each required vaccine but has not completed the required immunizations.
  - Provisional Certificates of Immunization should be issued to the admitting official of the school upon enrollment. At the time of the audit, if the Provisional Certificate of Immunization is expired (greater than 60 days) and a Certificate of Immunization has not been issued for the student, the record shall be counted

as invalid and included in the “students without acceptable or no certificates” column of the audit form.

- **Certificate of Immunization Exemption - Religious:** applicant’s last name, first name, date of birth, and signature of applicant, parent or guardian.
  - **Certificate of Immunization Exemption - Medical:** applicant’s last name, first name, date of birth, vaccine(s) exempted, an expiration date (if applicable), and printed name, Iowa medical license number and signature of physician, physician assistant, or nurse practitioner. Previous versions of the Certificate of Immunization Exemption already on file remain valid, and student records do not need to be updated to the current version dated July 2024. Previous versions of the Certificate of Immunization Exemption remain valid and can be accepted.
5. Certificates should be audited for vaccine doses administered at the minimum age and intervals as recommended by the ACIP. Doses administered  $\leq 4$  days before the minimum interval or age shall be counted as valid.

### Conducting Licensed Child Care Audits

1. Use the School and Child Care Audit IRIS Instructions to enter child care audit data. Enter audit data in IRIS under the appropriate child care found in the Name of Center drop down menu.
2. Preschool children who attend a school system shall be entered on the Child Care Immunization Record Review form. **Preschool children should be audited for child care level requirements  $\geq 24$  months of age.**
3. The audit form includes the following fields:
  - *Total Enrollment* is the number of children enrolled in the licensed child care center (number provided by the administrator). Each student should only be counted once.
  - Children with a *Certificate of Immunization* are the number of children who have a valid Certificate of Immunization.
  - Children with a *Provisional Certificate* are the number of children who have a valid Provisional Certificate of Immunization.
  - Children with *Certificates of Immunization Exemption* are the number of children who have valid Certificates of Immunization Exemption for medical or religious reasons.
  - *Total Certificates* is the total number of Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization.
  - *Students without a certificate or an acceptable certificate* are the number of children who do not have a valid certificate. The number of students without acceptable or no certificates is the difference between Total Enrollment and Total Certificates.
4. A copy of the audit should be given to the center administrator.



# Audit Tips and Reminders

## Prior to the audit:

- Contact school nurses and child care directors to communicate audit processes.
- Explain preparation to be completed prior to the audit and answer any questions.

## Allow plenty of time for audit completion:

- Consider variables such as snow days, illnesses, holidays/vacations, etc., as well as other public health responsibilities. Auditing records takes time, especially in large programs or schools.
- Due date for submitting audit data in IRIS:
  - School audits - **November 1, 2024**
  - Child Care audits - **January 31, 2025**

## When performing the audit:

- Review the total number of doses required in each vaccine series as well as minimum ages and minimum intervals between doses (e.g., hepatitis B vaccine-the child must be at least 24 weeks of age for the final dose; live vaccines must have been received on the same day or separated by at least 4 weeks). Iowa immunization requirements follow ACIP recommendations for minimum ages and interval spacing of vaccines.
- When a child has fallen behind on immunizations, they may not require as many doses in a vaccine series (e.g., the 5<sup>th</sup> dose of DTaP is not necessary if the 4<sup>th</sup> dose was administered on or after 4 years of age). Reference footnotes on [Iowa Immunization Requirements Chart](#). Indications in the footnotes supersede requirements listed in the chart.
- Some vaccine requirements are based on age and grade. Review the grade level and age for school age requirements such as Meningococcal ACWY.
- Assure the vaccine listed on the certificate of immunization is the vaccine included in the requirement (Meningococcal ACWY versus Meningococcal B vaccine; Tdap versus Td).
- Iowa Immunization Code allows for a 4-day grace period. The 4-day grace period should not be applied to the interval between two different live vaccines. Day 1 is the day before the day that marks the minimum age or minimum interval for a vaccine.
  - *7.4(2) Vaccine doses administered less than or equal to 4 days before the minimum interval or age shall be counted as valid. Doses administered greater than or equal to 5 days earlier than the minimum*

*interval or age shall not be counted as valid doses and shall be repeated as appropriate.*



- While conducting audits, mark or stamp school age records audited as valid certificates. During future audits, marked records do not need to be reviewed for each vaccine requirement and can be counted in the particular grade as a valid certificate until they need to be audited again for certain grade level requirements. For example, a record audited and marked as meeting kindergarten requirements will not need to be reviewed again until 7<sup>th</sup> grade for the additional requirements of Tdap and Meningococcal (A, C, W, Y) vaccines. If the record meets the requirements of these additional vaccines, it can be marked/stamped again indicating it has been audited and is a valid certificate. These records will not need to be reviewed again until 12<sup>th</sup> grade for the Meningococcal (A, C, W, Y) vaccine requirement.
- When school nurses receive or print an updated certificate of immunization, the previously audited/stamped record should be attached if possible. For example, if a student’s record was stamped in kindergarten as meeting the requirements and an updated record is received now that the student is in 7<sup>th</sup> grade, review the record for the 7<sup>th</sup> grade requirements rather than reviewing the entire record again for compliance.
- Upon completion of the audit, a copy of the audit should be given to the school admitting official or child care director.

**Suggested resources to perform immunization audits:**

- [Iowa Immunization Administrative Code](#)
- [Iowa Immunization Requirements Chart](#)
- [Executive Order 10 - Letter to Partners](#) and [Executive Order 10 - Frequently Asked Questions](#)
- [Child Care](#) and [School Immunization Record Review Form](#)
- Blank Copies of the [Certificate of Immunization](#), [Provisional Certificate](#), [Medical Exemption Certificate](#), [Religious Exemption Certificate](#)
- [Iowa Immunization Law and You Pamphlets](#) to leave with the school
- [CDC Minimum Ages and Intervals Chart](#)
- [2024 CDC Immunization Schedule](#)
- Preprinted stamp for marking records as valid
- Laptop and internet access (to access IRIS)
- Pens
- Calculator
- Sticky notes
- Iowa Immunization Program phone number: 1-800-831-6293

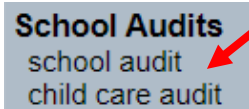
# Immunization Registry Information System (IRIS) Reporting Instructions

All school and child care audit data must be reported in IRIS. Please do not mail paper audit forms to the Iowa HHS Immunization Program. Before recording audit results in IRIS, users will need access to IRIS Audit functionality. *Current School Audit users do not need to resubmit an IRIS Authorized Site Agreement.* For individuals who do not have School Audit access, please complete the [IRIS Authorized Site Agreement-Organization Form](#), and select “LPHA Org Admin” or “LPHA Standard User” under the Planned Use of IRIS, School Audit section. Send completed forms to [irisenrollment@hhs.iowa.gov](mailto:irisenrollment@hhs.iowa.gov). IRIS staff will add the school audit role to the user’s existing access.

**LPHA partners should review all instructions and School and Licensed Child Care Immunization Audit materials prior to reporting data in IRIS to avoid common data errors. Inappropriate reporting requires time intensive follow up from Iowa HHS, and LPHAs will be asked to correct reporting errors.**

## Submitting School Audits

1. Select the "School Audit" link under the School Audits section of the menu panel.



2. Select the School District from the “School District” dropdown menu.

School Information				
School District	<input type="text"/>	School Name	<input type="text"/>	<input type="button" value="Save"/>
Address	<input type="text"/>	City	<input type="text"/>	<input type="button" value="Print"/>
District #	<input type="text"/>	School #	<input type="text"/>	<input type="button" value="Add New"/>
		School County Code #	<input type="text"/>	<input type="button" value="Cancel"/>
School Grade				
Total	<input type="text"/>	Students with Certificate of Immunization	Students with Provisional Certificates	Students without acceptable or no certificates
		Medical	Religious	

3. Select the School Name from the “School Name” dropdown menu.

School Information				
School District	<input type="text" value="Des Moines Independent"/>	School Name	<input type="text"/>	<input type="button" value="Save"/>
Address	<input type="text"/>	City	<input type="text"/>	<input type="button" value="Print"/>
District #	<input type="text" value="1737"/>	School #	<input type="text"/>	<input type="button" value="Add New"/>
		School County Code #	<input type="text"/>	<input type="button" value="Cancel"/>
School Grade Information				
Total Enrollment	<input type="text"/>	Students with Certificate of Immunization	Students with Provisional Certificates	Students without acceptable or no certificates

4. The school’s address, district #, school #, and school county code will automatically populate based on the District and School selected.

**School Information**

School District: Des Moines Independent | School Name: Brubaker Elementary School | Save

Address: 2900 E 42nd Street | City: Des Moines | Zip Code: 50317 | Print

District #: 1737 | School #: 0739 | Add New

School County Code #: 77 | Cancel

5. Enter the school’s audit results in the first five columns, which include the “Total Enrollment,” “Students with Certificate of Immunization,” “Students with Provisional Certificates” and “Students with Certificate of Immunization Exemption” for Medical and Religious exemptions.

The “Total Certificates” and “Students without acceptable or no certificates” columns and the "Total" row at the bottom of the page will auto-calculate based on data entered. Only enter data in the grades that pertain to the selected school.

**School Information**

School District: Des Moines Independent | School Name: Brubaker Elementary School | Save

Address: 2900 E 42nd Street | City: Des Moines | Zip Code: 50317 | Print

District #: 1737 | School #: 0739 | Add New

School County Code #: 77 | Cancel

**School Grade Information**

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K							
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0

6. After entering the school’s audit information, select the “Save” button to submit and save the audit. **\*\*Navigating away from this page without selecting “Save” will result in loss of data. Be sure to select save before closing or navigating away from the page.** The message “School Audit record successfully added for the school” will appear, and zeroes will populate for grades not completed.

**School Information**

School District: Des Moines Independent | School Name: Brubaker Elementary School | Save

Address: 2900 E 42nd Street | City: Des Moines | Zip Code: 50317 | Print

District #: 1737 | School #: 0739 | Add New

School County Code #: 77 | Cancel

**School Grade Information**

School Audit record successfully added for the school.

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	0	0	0	0	0	0	0
1	95	78	10	5	2	95	0
2	102	97	5	0	0	102	0
3	97	85	3	4	5	97	0

- To complete or enter a new audit, either select the School District and School Name from the dropdown menu or select the "Add New" button, which will reset all the fields on the page.

**Note: School Districts should not be used to report audit data with the exception of home-schooled student records maintained at the school district office. If a school district does not maintain home-school records, leave the district blank. IRIS will not allow zeros to be entered.**

**If multiple schools are located in the same building, please report audit data as the individual schools. Do not use the School District to report these schools.**

**School Information**

School District:  School Name:

Address:  City:

District #:  School #:

School County Code #:

**School Grade Information**

School Audit records

	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students without acceptable or no certificates
K	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>
1	<input type="text" value="95"/>	<input type="text" value="78"/>	<input type="text" value="10"/>	<input type="text" value=""/>
2	<input type="text" value="102"/>	<input type="text" value="97"/>	<input type="text" value="5"/>	<input type="text" value=""/>
3	<input type="text" value="97"/>	<input type="text" value="85"/>	<input type="text" value="3"/>	<input type="text" value=""/>
4	<input type="text" value="108"/>	<input type="text" value="102"/>	<input type="text" value="4"/>	<input type="text" value=""/>
5	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>

Brody Middle School  
**Brubaker Elementary School**  
 Callanan Middle School  
 Capitol View Elementary School  
 Carver Elementary  
 Cattell Elementary School  
 Christ The King School  
 Cowles Elementary School  
 Des Moines Adventist  
 Des Moines Central Campus High School  
 Des Moines Independent Comm School District  
 Downtown School  
 East High School  
 Edmunds Fine Arts Academy  
 Findley Elementary School  
 Garton Elementary  
 Gateway Secondary School  
 Goodrell Middle School  
 Gospel Assembly Christian Academy  
 Greenwood Elementary School  
 Hanawalt Elementary  
 Harding Middle School  
 Hiatt Middle School  
 Hillis Elementary School  
 Holy Family School  
 Holy Trinity School  
 Hoover High School  
 Howe Elementary  
 Hoyt Middle School

Save  
Print  
Add New  
Cancel

- Follow the same steps to complete additional school audits for each school.

**School Information**

School District:  School Name:

Address:  City:  Zip Code:

District #:  School #:

School County Code #:

**School Grade Information**

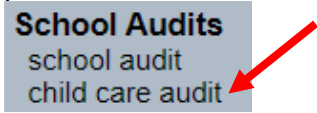
	Total Enrollment	Students with Certificate of Immunization	Students with Provisional Certificates	Students with Certificate of Immunization Exemption		Total Certificates	Students without acceptable or no certificates
				Medical	Religious		
K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save  
Print  
Add New  
Cancel

- Although all schools and districts can be selected from the menu, IRIS will only return final audit results for School Names with entered data. **Schools and districts without audit data should be left blank.**

**Submitting Child Care Audits**

1. Select the "child care audit" link under the School Audits section of the menu panel.



2. Select the county from the "County" dropdown menu.

**Facility Information**

County:  Name of Center:

Address:  Zip Code:

City:

**Age Group Information**

Age Group	Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates		Children with Certificate of Immunization Exemption	
			Medical	Religious		
4 through 5 months						
6 through 11 months						

3. Select the name of the child care facility from the "Name of Center" dropdown menu.

**Facility Information**

County:  Name of Center:

Address:  Zip Code:

City:

**Age Group Information**

Age Group	Total Enrollment
4 through 5 months	
6 through 11 months	
12 through 18 months	
19 through 23 months	
24 months and older	
Total	

**Name of Center Dropdown List:**

- 2 B Tiny Child Dev Ctr & Preschool
- 2 For U Childcare West LLC
- A Child's World - 68th St
- Adventure-Life Preschool
- All Star Day Care
- Altoona 8th Street Child Care
- Altoona Campus Kids Klub-Altoona Elem
- Altoona Campus Kids Klub-Centennial Site
- Altoona Campus Kids Klub-Clay Elem
- Altoona Campus Kids Klub-Delaware Elem
- Altoona Campus Kids Klub-Four Mile
- Altoona Campus Kids Klub-Willowbrook
- Altoona Elementary School PK
- Altoona Kidsworld Daycare-Preschool Inc
- Altoona Kidsworld Daycare-Preschool Inc #2
- America's Children of Oakmoor
- Anderson Elementary School PK
- Angeli Cristiani Childcare
- Ankeny Christian Academy Childcare
- Ankeny Christian Childcare
- Ankeny Lil' Tots Daycare & Preschool LLC
- Apple Tree Children's Center-GRD
- Apple Tree Children's Center-JOH
- Apple Tree Children's Center-URB
- Apple Tree Children's Center-ANK
- Apple Tree Children's Center-ASH

4. The child care facility's address information will populate. If the child care center is not listed, please contact the Iowa Immunization Program at 1-800-831-6293 ext. 4

**Facility Information**

County:  Name of Center:

Address:  Zip Code:

City:

- Enter the child care facility's audit results in the first five columns, which include the "Total Enrollment," "Children with Certificate of Immunization," "Children with Provisional Certificates" and "Children with Certificate of Immunization Exemption" for Medical and Religious exemptions.

The "Total Certificates" and "Children without acceptable or no certificates" columns and the "Total" row at the bottom of the page will auto- calculate based on what is entered. Only enter data in the ages that pertain to the selected facility.

**Facility Information**

County: Polk | Name of Center: All Star Day Care | Save

Address: 1922 SW 1st St | Zip Code: 50315 | Print

City: Des Moines | Add New | Cancel

**Age Group Information**

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
<b>Total</b>	<b>114</b>	<b>103</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>113</b>	<b>1</b>

- After entering the child care facility's audit results, select the "Save" button to submit and save the audit. \*\*Navigating away from this page without selecting "Save" will result in loss of data. Be sure to save before closing or navigating away from the page. The message "Child Care Audit record successfully added for the center" will appear.

**Facility Information**

County: Polk | Name of Center: All Star Day Care | Save


Address: 1922 SW 1st St | Zip Code: 50315 | Print

City: Des Moines | Add New | Cancel

**Age Group Information**

Child Care Audit record successfully added for the center.

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
<b>Total</b>	<b>114</b>	<b>103</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>113</b>	<b>1</b>




- To complete or enter a new audit, either select the county and child care facility from the dropdown menu or select the "Add New" button which will reset all the fields on the page.

**Facility Information**

County: Polk | Name of Center: 
 2 B Tiny Child Dev Ctr & Preschool  
 2 For U Childcare West LLC  
 A Child's World - 68th St  
 Adventure-Life Preschool  
**All Star Day Care**  
 Altoona 8th Street Child Care  
 Altoona Campus Kids Klub-Altoona Elem  
 Altoona Campus Kids Klub-Centennial Site  
 Altoona Campus Kids Klub-Clay Elem  
 Altoona Campus Kids Klub-Delaware Elem  
 Altoona Campus Kids Klub-Four Mile  
 Altoona Campus Kids Klub-Willowbrook
  | Save

Address: 1922 SW 1st St | Zip Code: | Print

City: Des Moines | Add New | Cancel



- Follow the same steps to complete additional child care audits for each facility.
- Although all centers can be selected from the menu, IRIS will only return final audit results for Centers with entered data. Centers without audit data should be left blank.

**Viewing, Editing, and Deleting Audits – Audit Lists**

- To view, edit, or delete completed audits, select the "audit lists" under the School Audits section.



- Audits completed by the organization will be listed. Audits can be deleted by selecting the delete button. **Audits cannot be deleted within the individual school or child care data entry pages.** Audits can be edited or updated by selecting the blue link for the school or child care facility and resaving the edited information.

Audit List				
School/Facility Name	Last Updated Date	Audit Type	School District	Delete
<a href="#">All Star Day Care</a>	08/21/2019	Child Care		Delete
<a href="#">Brubaker Elementary School</a>	08/21/2019	School	Des Moines Independent	Delete

- If audits are edited, select "Save". **\*\*Navigating away from this page without selecting "Save" will result in loss of data.**

**Facility Information**

County: Polk Name of Center: All Star Day Care Save  
 Address: 1922 SW 1st St Zip Code: 50315 Print  
 City: Des Moines Add New  
Cancel

**Age Group Information**

	Total Enrollment	Children with Certificate of Immunization	Children with Provisional Certificates	Children with Certificate of Immunization Exemption		Total Certificates	Children without acceptable or no certificates
				Medical	Religious		
4 through 5 months	23	20	2	0	1	23	0
6 through 11 months	21	19	2	0	0	21	0
12 through 18 months	25	22	2	1	0	25	0
19 through 23 months	33	30	2	0	0	32	1
24 months and older	12	12	0	0	0	12	0
Total	114	103	8	1	1	113	1

**Reviewing Final Data - Audit Reports**

- To generate an audit report in IRIS, select the "audit report" link under the School Audits section. **LPHA partners should use the report functionality to review entered data.**





2. The report will default to display the total enrollment numbers of all completed audits for the county during the current school year.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :  
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Year	Total Enrolled	Immunization Certificates	Provisional Certificates	Medical Exempt	Religious Exempt	Total Valid Certificates	Invalid or No Certificates						
Name	Name		Total	Total	Percent	Total	Percent	Total	Percent						
IA	Plymouth	2018	4715	4591	97.37	28	0.59	9	0.19	67	1.42	4695	99.58	20	0.42

3. The report allows users to filter the audit results by Organization, Public/Private schools, or by Grade. To filter a report by all organizations, select the Organization checkmark box and select Submit. The report will display the total by school for all completed audits in the county.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :  
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Organization	Year	Total Enrolled	Immunization Certificates	Provisional Certificates	Medical Exempt	Religious Exempt	Total Valid Certificates	Invalid or No Certificates							
Name	Name	Name	District	Total	Total	Percent	Total	Percent	Total	Percent							
IA	Plymouth	Akron Westfield Elementary School	0063	2018	257	254	98.83	1	0.39	1	0.39	1	0.39	257	100.0	0	0.0
IA	Plymouth	Akron Westfield Middle School	0063	2018	147	146	99.32	0	0.0	0	0.0	1	0.68	147	100.0	0	0.0

4. To filter a report by a specific organization, select the Organization checkmark box and select the organization name from the dropdown menu and select Submit. Although all schools can be selected from the menu, IRIS will only return results for the audits completed in the county.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter : Akron Westfi...  
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Organization	Year	Total Enrolled	Immunization Certificates	Provisional Certificates	Medical Exempt	Religious Exempt	Total Valid Certificates	Invalid or No Certificates							
Name	Name	Name	District	Total	Total	Percent	Total	Percent	Total	Percent							
IA	Plymouth	Akron Westfield Middle School	0063	2018	147	146	99.32	0	0.0	0	0.0	1	0.68	147	100.0	0	0.0

- To filter a report by public or private schools, select the Public/Private checkmark box and select either Private or Public from the dropdown menu and select Submit.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :  private   
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	2018	662	627	94.71	0	0.0	3	0.45	21	3.17	651	98.34	11	1.66

- To filter a report by all grades, select the Grade checkmark box and select Submit. The report will display the total by grade for all completed audits in the county.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :     
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name			Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	HS	2018	6	5	83.33	0	0.0	0	0.0	1	16.67	6	100.0	0	0.0
IA	Plymouth	K	2018	339	324	95.58	8	2.36	0	0.0	5	1.47	337	99.41	2	0.59
IA	Plymouth	1	2018	367	358	97.55	2	0.54	0	0.0	5	1.36	365	99.46	2	0.54
IA	Plymouth	2	2018	328	322	98.17	2	0.61	1	0.3	2	0.61	327	99.7	1	0.3

- To filter a report by a specific grade, select the Grade checkmark box and select the number grade from the dropdown menu and select Submit.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :   4   
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates	
Name	Name			Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
IA	Plymouth	4	2018	364	358	98.35	1	0.27	2	0.55	3	0.82	364	100.0	0	0.0

- More than one filter can be selected for an audit report. A report can be generated by selecting multiple filters and the results will be displayed.

Audit Type :

Year :

Group By :  Organization  Public/Private  Grade

Filter :

What would you like to do with this report? [Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Organization	Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates		
Name	Name	Name	District		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	
IA	Plymouth	Akron Westfield Elementary School	0063	4	2018	48	48	100.0	0	0.0	0	0.0	0	0.0	48	100.0	0	0.0
IA	Plymouth	Clark Elementary School	3600	4	2018	53	51	96.23	1	1.89	1	1.89	0	0.0	53	100.0	0	0.0

- The results of the report can also be exported in a PDF or Excel spreadsheet by selecting the appropriate link.

What would you like to do with this report? [Display as a PDF](#) [Export as a Spreadsheet](#)

State	County	Organization	Grade	Year	Total Enrolled	Immunization Certificates		Provisional Certificates		Medical Exempt		Religious Exempt		Total Valid Certificates		Invalid or No Certificates		
Name	Name	Name	District		Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	
IA	Plymouth	Akron Westfield Elementary School	0063	4	2018	48	48	100.0	0	0.0	0	0.0	0	0.0	48	100.0	0	0.0

**Summary by County Report – Summary - County**

- To generate a summary county report in IRIS, select the "summary-county" link under the School Audits section.

**School Audits**

- school audit
- child care audit
- audit lists
- audit report
- summary - county

- To generate the county child care summary, select the county from the dropdown menu and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.

County:

Year Audit	Total Enrollment	Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2018-19	852	800	93.9	4	0.47	0	0.0	12	1.41	816	95.77	36	4.23
2017-18	822	786	95.62	4	0.49	0	0.0	5	0.61	795	96.72	27	3.28

- A summary of child care audits in the county will display.

County:

Year Audit	Total Enrollment	Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2018-19	852	800	93.9	4	0.47	0	0.0	12	1.41	816	95.77	36	4.23
2017-18	822	786	95.62	4	0.49	0	0.0	5	0.61	795	96.72	27	3.28

- To generate the Kindergarten through 12<sup>th</sup> Grade summary, select the county and school district from the dropdown menus and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.

Kindergarten through 12th Grade  
Immunization Audits

School County: <span style="border: 1px solid black; padding: 2px;">Plymouth</span> ▼		School District: <span style="border: 1px solid black; padding: 2px;">Akron Westfield</span>								<input type="button" value="Submit"/>				
Year Audit	Total Enrollment		Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	

- A summary of students Kindergarten through 12<sup>th</sup> Grade will display.

Kindergarten through 12th Grade  
Immunization Audits

School County: <span style="border: 1px solid black; padding: 2px;">Plymouth</span> ▼		School District: <span style="border: 1px solid black; padding: 2px;">Hinton</span> ▼								<input type="button" value="Submit"/>				
Year Audit	Total Enrollment		Immunization Certificates		Provisionals		Medical Exemption		Religious Exemption		Total with Valid Certificates		Invalid or No Certificates	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
2018-19	724	719	99.31	1	0.14	0	0.0	4	0.55	724	100.0	0	0.0	
2017-18	745	738	99.06	1	0.13	1	0.13	5	0.67	745	100.0	0	0.0	

## Common Audit Errors to Avoid

### **X DO NOT enter grade level audit data for a school district**

√ The School Name drop down menu includes a school district for each district in Iowa. School district forms **should not** be used to report audit data except for home-schooled student records maintained at the school district office. If there are no home-schooled records maintained at the school district, leave the School District entry **blank**.

### **X DO NOT enter grade level audit data in the incorrect school building**

√ Enter school audit data in IRIS under the appropriate school found in the School Name drop down menu. When multiple grades are in the same building, enter the appropriate grade level audit data into the corresponding school form. Do not use the school district entry to report these schools. The school districts, school buildings and corresponding grades are available in the [Iowa Educational Directory](#).

### **X DO NOT dual enter home-schooled student audit data in a school district and individual school**

√ Home-schooled student records should be documented in the school where immunization records are maintained (e.g., elementary school, middle school or high school). If home-schooled student records are maintained at the school district office, these should be reported under the school district. Audit data from home-schooled students should be counted in the Home School row and **only once** at either the school district or individual school.

### **X DO NOT enter school-based preschool audit data for a school**

√ Preschool children should be audited for child care level requirements 24 months of age and older. Preschool children who attend a school system should be entered in the **Child Care Audit** in IRIS under the appropriate center found in the *Name of Center* drop down menu.

### **X DO NOT exclude school-age children in before or after-school child care program audits**

√ All children enrolled in a licensed child care center, regardless of age, shall provide a valid immunization certificate and be assessed for child care center requirements 24 months of age and older. School-age children enrolled in a licensed child care center will be **audited twice** using the two different requirements.

# Frequently Asked Questions

## General Audit Questions

**Q1: When are school and child care audit reports due to the Department?**

**A:** School audits should be completed and entered in IRIS by **Friday, November 1, 2024**. Licensed child care audits, including preschools, should be completed and entered in IRIS by **Friday, January 31, 2025**.

**Q2: When should school audits begin?**

**A:** School audits should begin after the first day of school to allow time for local public health agencies to conduct audits. Local public health agencies (LPHAs) may begin contacting schools and child care centers at any time to schedule the audit.

**Q3: Where can I learn more about the changes to Iowa Administrative Code 641, Chapter 7 because of Executive Order 10?**

**A:** Additional information can be found in the [Executive Order 10 - Letter to Partners](#) and [Executive Order 10 - Frequently Asked Questions](#).

**Q4. Where should LPHAs conduct immunization audits?**

**A:** LPHAs should return to pre-pandemic practices regarding where to conduct audits. While some counties may have implemented the practice of removing records during the COVID-19 pandemic when there was limited access to school grounds and limited LPHA staffing, those issues should not affect the audit at this point. Additionally, removing original immunization certificates from the school to conduct the audit may raise confidentiality and other concerns.

**Q5: When conducting school immunization audits, do all student records need to be reviewed every year?**

**A:** No, previously audited records do not need to be reviewed every year. Routinely, when LPHAs audit student records, the certificate is marked to indicate the record has been audited and meets immunization requirements. When this has occurred, the record only needs to be re-evaluated when vaccines are required for entry into additional grades (e.g., 7<sup>th</sup> grade - Tdap vaccine, 7<sup>th</sup> and 12<sup>th</sup> grade - Meningococcal vaccine).

**Q6: If a child transfers from an Iowa school to another Iowa school, does their immunization record need to be re-audited?**

**A:** If a student transfers from one Iowa school to another, even if the schools are in different counties, records marked as previously audited by a local public health agency do not need to be audited again. The reviewer would only need to evaluate the record for compliance with immunization requirements for additional grades as necessary (e.g., Tdap and Meningococcal vaccine).

**Q7: Does the immunization law allow for the 4-day "grace period"?**

**A:** Since 2009, the law allows vaccine doses administered up to 4 days before the minimum interval or age to be counted as valid. The 4-day "grace period" should not be applied to the 28-day interval between two different live virus vaccines (e.g., MMR and Varicella) if not administered at the same visit.

**Q8: Who should conduct the audits?**

**A:** It is the duty of the local boards of health to audit the certificates of immunization, certificates of immunization exemption, and provisional certificates of immunization in the schools within their jurisdiction to determine compliance with Iowa code. Head Start and school nurses can assist with preparing immunization records for the audits but should not conduct the audits.

**Q9: How long should Local Public Health Agencies maintain School and Child Care Immunization audit records?**

**A:** Iowa HHS recommends maintaining audit documents for three years.

**Q10: How do I audit certificates for homeless children and students per the McKinney-Vent Act?**

**A:** These students should be audited like any other student. McKinney-Vento Act requires immediate enrollment, even if students are unable to produce immunization or other required health records, recognizing that families and youth who are homeless are frequently unable to obtain and keep copies of records [42 U.S.C. §11432(g)(3)(C)]. Additional information available from the [Iowa Department of Education, McKinney-Vento Homeless Education Resources](#) webpage.

**Q11: After the audit, do LPHA staff need to re-audit provisional certificates to ensure students are immunized by the end of the 60 day provisional period or verify students with invalid or no certificate are compliant?**

**A:** No, LPHA staff do not need to re-audit Provisional certificates or records for students with an invalid certificate or no certificate during the same school year. It is the duty of the admitting official to ensure a valid certificate is on file for each student in their schools (Iowa Administrative Code (IAC 641-7.8(1)). It shall be the duty of the admitting official to deny enrollment to students who do not comply with requirements for proof of immunization or immunization exemption (IAC 641-7.10).

**Q12: Has the COVID-19 vaccine been added as a required vaccine for school enrollment?**

**A:** No, the COVID-19 vaccine has not been added to the immunization requirements for students attending licensed child care, elementary and secondary schools.

**Q13: What if a student has not received all the required vaccines prior to the start of school?**

**A:** Students who have received at least one dose of each of the required immunizations may attend school by submitting a Provisional Certificate of Immunization. A provisional certificate is valid for 60 days and allows time for the child to receive additional vaccine doses. At the end of the provisional period, a Certificate of Immunization including all of the required vaccines must be submitted to the child care or school the child is enrolled or attempting to enroll.

## Immunization Certificates

**Q1: What is the current version of the Certificate of Immunization?**

**A:** The Certificate of Immunization form has an effective date of July 1, 2024. The updated version of the Certificate of Immunization, dated July 2024, is available on the [Immunization webpage](#). Certificates can be ordered on the [Immunization Materials Order Form webpage](#).

**Q2: What proof of immunization is required for enrollment in Iowa schools?**

**A:** To attend school or licensed child care, the child needs one of the following: a Certificate of Immunization, Provisional Certificate of Immunization, or Certificate of Immunization Exemption. A brief explanation of each certificate is included below.

- **Certificate of Immunization** - Issued when applicant has a record of age-appropriate immunizations that meet the requirement for licensed child care or school enrollment.
- **Provisional Certificate of Immunization** - Issued when the applicant has received at least one dose of each of the required vaccines but has not completed all required immunizations or is a transfer student from another U.S. school system.
- **Certificate of Immunization Exemption - Medical** - Iowa law allows for medical exemption to immunization when required immunizations would be injurious to the health and well-being of the applicant or any member of the applicant's family or household or required vaccine would violate minimum interval spacing.
- **Certificate of Immunization Exemption - Religious** - Iowa law allows for religious exemption to immunization when immunizations conflict with a genuine and sincere religious belief, and is not based merely on philosophical, scientific, moral, personal or medical opposition to immunizations.

More information regarding immunization certificates is available on the [Immunization Program webpage](#).

**Q3: Is an out of state certificate or exemption valid?**

**A:** No, certificates from other states are not valid. To attend school or licensed child care, the child needs one of the following issued by the Iowa Department of Health and Human Services: Certificate of Immunization, Provisional Certificate of Immunization, or Certificate of Immunization Exemption.



**Q4: Are previous versions of the immunization certificate valid or do students need the most current version of the certificate?**

**A:** Previous versions of the immunization certificates remain valid and student records do not need to be updated when versions change. If a new student enrolling in school or child care for the first time submits a previous version of the Certificate of Immunization Exemption, the certificate is valid. Although the most current version of the certificate is preferred, it is not required.

**Q5: Is the school nurse allowed to sign the Certificate of Immunization for students?**

**A:** Yes, school nurses are allowed to sign the Certificate of Immunization if the record indicates a child is up-to-date on all school entry immunization requirements.

**Q6: A family has established care with a healthcare provider outside of Iowa. Are immunization certificates valid when signed by a healthcare provider who does not hold an Iowa license?**

**A:** No, immunization certificates must be signed by the appropriate Iowa licensed healthcare provider. For instances when healthcare providers are not licensed in Iowa, the family may have a certificate signed by an Iowa licensed healthcare provider in their current health system or have an appropriate healthcare provider in an Iowa local public health agency sign the certificate.

**Q7: Do immunization records from other immunization information systems or forms from other states count as the Certificate of Immunization?**

**A:** To be valid, the certificate shall be the certificate of immunization issued by the Iowa Department of Health and Human Services, a computer-generated copy from the immunization registry, or a certificate of immunization, which has been approved in writing by the department. The [Statement of Approval for Alternative Certificate of Immunization](#) outlines providers and clinics that meet the requirements of Iowa Administrative Code.

**Q8: Are photos or photocopies of exemptions acceptable?**

**A:** Yes, photographs or photocopies of exemptions may be acceptable if all the fields are complete.

**Q9: Are Certificates of Immunization Exemption forms valid if the form has been altered?**

**A:** The validity of the Immunization Exemption Certificates is based on language in Iowa Administrative Code, Chapter 7. Language which references code citation cannot be altered. Any edits or alterations to the Medical Certificate of Immunization Exemption or Religious Certificate of Immunization Exemption language referencing Iowa Administrative Code would result in the form being invalid. For a Certificate of Immunization Exemption to be valid, all portions of the form must be completed in its entirety.

**Q10: Is a Certificate of Immunization Exemption for medical purposes valid when signed by a doctor of chiropractic?**

**A:** No, a Certificate of Immunization Exemption for medical reasons is valid only when signed by an Iowa licensed physician (M.D. or D.O.), physician assistant or nurse practitioner. The current Certificate of Immunization Exemption includes fields for the healthcare professional to print their name and Iowa medical license number.

**Q11: Can an Iowa licensed physician (M.D. or D.O.), physician assistant or advanced registered nurse practitioner sign the medical Certificate of Immunization Exemption for their own child?**

**A:** An Iowa licensed physician (M.D. or D.O.), physician assistant or advanced registered nurse practitioner (ARNP) may sign a medical exemption form for their child if the parent is a medical provider for their own child. The parent must have established a patient-provider relationship and completed documentation of treatment and assessment. Additionally, the child must fall within the health care provider's respective population foci.

**Q12: What religions are acceptable for a religious exemption?**

**A:** The Iowa administrative code does not specify religious denominations eligible for a religious immunization exemption. A religious Certificate of Immunization Exemption is valid when completed appropriately. A religious exemption may be granted to a student if the immunization conflicts with a genuine and sincere religious belief and the belief is in fact religious and not based merely on philosophical, scientific, moral, personal, or medical opposition to immunizations.

**Q13: Who is allowed to sign the Religious Certificate of Immunization Exemption?**

**A:** To be valid, the religious Certificate of Immunization Exemption requires the signature of the applicant or, if the applicant is a minor, the applicant's parent or guardian. Instances when the applicant is a minor and the Iowa Department of Health and Human Services is the guardian, documentation of guardianship must be obtained and attached to the Religious Certificate of Immunization Exemption. Without this documentation, the certificate of exemption is invalid.

**Q14: Previous versions of religious Certificates of Immunization Exemption were notarized. Is the previous version of the religious Certificate of Immunization Exemption valid when notarized by an out-of-state notary?**

**A:** Yes, the previous version of the religious Certificate of Immunization Exemption is valid when notarized by an out-of-state notary. For the 2024-25 school year and beyond, effective July 1, 2024, the notary signature is no longer required. While the new form is preferred, previous versions will be accepted even if the notary signature line is blank.

**Q15: Previous versions of religious Certificates of Immunization Exemption were notarized. The notary's commission on the previous version of the**

**Certificate of Immunization Exemption-Religious is now expired. Does the student need to submit a new certificate of immunization exemption?**

**A:** No, a previously completed religious Certificate of Immunization Exemption with an expired notary commission remains valid. For the 2024-25 school year and beyond, effective July 1, 2024, the notary signature is no longer required. While the new form is preferred, previous versions will be accepted even if the notary signature line is blank.

**Q16: Is a foreign exchange student's host family able to sign a Certificate of Immunization Exemption-Religious?**

**A:** Many host parents will have the authority to make decisions for treatment in a medical emergency. This does not allow authority for the host parents to sign or request a religious Certificate of Immunization Exemption. Please reference the following link for information from the [US Bureau of Educational and Cultural Affairs Exchange Program](#).

**Q17: Is a foreign exchange student's host parents the student's legal guardian?**

**A:** No. The exchange student's natural parents remain legal guardians. The student's exchange program takes legal responsibility during the program. Each exchange student's Certificate of Health contains a medical release form so host parents may secure medical treatment in case of an emergency. If the foreign exchange student requires additional immunizations to attend school, the host family or child should contact the foreign exchange student organization or the foreign exchange student's parents to obtain written consent.

**Q18: Can a Provisional Certificate of Immunization be completed at the time of the audit?**

**A:** During the audit, a school nurse or local public health nurse may sign a Certificate of Immunization or issue a Provisional Certificate of Immunization. *However, for audit purposes, certificates signed during the audit should not be counted as a valid immunization certificate.*

**Q19: Can a provisional enrollment be extended beyond 60 days?**

**A:** The time allowed for provisional enrollment is as soon as medically feasible to complete the immunization requirements but shall not exceed 60 calendar days. Additional Provisional Certificates may be issued at the end of the 60-day provisional enrollment only if the applicant has not completed the required immunizations due to minimum interval requirements. The longest minimum interval between 2 doses of required vaccines for school enrollment is 6 months; therefore, it is generally unnecessary to have multiple provisional certificates issued for a single student. If a Certificate of Immunization is not submitted at the end of the 60-day provisional period, the child shall be excluded from the benefits, activities, and opportunities of the school or licensed child care center until a valid Certificate of Immunization is submitted.

**Q20: Can a Provisional Certificate of Immunization be issued for immigrants, refugees, or foreign exchange students who have not received all required immunizations to attend school or licensed child care centers?**

**A:** A Provisional Certificate of Immunization may be issued to a transfer student from another country if the student has received at least one dose of each of the required vaccines. If at least one dose of each vaccine is not on file for the applicant, the record shall be counted as invalid for auditing purposes. If the child does not have a valid certificate, they shall be excluded from the benefits, activities, and opportunities of the school until a valid Certificate of Immunization is submitted.

**Q21: A transfer student's immunization record arrives at school during the provisional enrollment period and the student is missing required immunizations. Should the student be immediately excluded from school?**

**A:** No, the student remains qualified for provisional enrollment until the expiration date of the provisional certificate. If a Certificate of Immunization is not submitted at the end of the 60-day provisional period, the child shall be excluded from the benefits, activities, and opportunities of the school until a valid Certificate of Immunization is submitted. If the student receives additional doses of each required vaccine during the provisional enrollment period and has at least one of each of the required vaccines, an additional Provisional Certificate of Immunization may be issued.

**Q22: For students without an immunization record but have laboratory confirmed immunity (titers), does the student still need to have documented vaccinations?**

**A:** Per Iowa Code, there are two instances when labs could be used in lieu of vaccinations:

**Measles/Rubella:** 2 doses of measles/rubella-containing vaccine; ***or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.***

**Varicella:** 2 doses of varicella-containing vaccine, ***unless the applicant has a reliable history of natural disease.***

**Q23: Language stating "Polio vaccines is not required for persons 18 years of age or older" was removed from the Immunization Requirements table. Do students 18 years of age and older need to complete the polio series?**

**A:** Yes. On June 21, 2023, ACIP issued an inactivated polio vaccine (IPV) recommendation for all adults known or suspected to be unvaccinated or incompletely vaccinated against polio. Students are required to have 4 doses of polio, with at least 1 dose received on or after 4 years of age, or 3 doses if the third dose was received on or after 4 years of age. Doses of oral polio vaccine (OPV) administered on or after April 1, 2016 are not valid doses and do not count toward the polio vaccine requirement. Previously audited records do not need to be re-audited.

## Licensed Child Care Immunization Audits

**Q1: Where do I find a list of the licensed child care and preschool providers in my county?**

**A:** A list of licensed childcare and preschool providers by county is available on the [Iowa HHS Provider Search website](#).

**Q2: Which immunization requirements are used to audit a child's record who is attending a preschool program in a public or private school?**

**A:** Children in preschool, regardless of their age, should be audited according to the [Licensed Child Care Center requirements](#). The Kindergarten - 12<sup>th</sup> grade requirements do not apply until the child enters kindergarten.

**Q3: Which immunization requirements are used to audit a child's record who is enrolled in a transitional, developmental or junior kindergarten program in a public or private school?**

**A:** Children in transitional, developmental or junior kindergarten should be audited according to Licensed Child Care Center requirements. The Iowa Immunization Administrative Code defines "*elementary school*" as kindergarten through grade 8. Other types of kindergarten programs such as transitional, developmental or junior kindergarten are not defined in administrative code by the Immunization Program or the Department of Education. These programs may include 4-year-old children who would not have adequate time to receive the required kindergarten vaccines prior to attending school and are audited according to Licensed Child Care Center requirements.

**Q4: If school-age children attend an after school licensed child care program, does the licensed child care center need to have an immunization record on file?**

**A:** Yes, the Iowa Immunization Administrative Code requires a Certificate of Immunization be submitted to the licensed child care center in which the child wishes to enroll. An after school licensed child care center is required to have immunization records on file. The records should be audited according to the [Licensed Child Care Center requirements](#).

**Q5: Do children less than 12 months of age enrolled in a licensed child care center need a Certificate of Immunization on file if they have not completed the primary series of vaccines?**

**A:** Yes, the Iowa Immunization Administrative Code requires a Certificate of Immunization be submitted to the licensed child care center in which the child wishes to enroll. The Certificate of Immunization should be updated to meet the age-appropriate immunization requirements and as children receive additional immunizations.

**Q6: Do infants enrolled in licensed child care under the age of four (4) months need a Certificate of Immunization on file for Iowa Immunization Requirements?**

**A:** No, infants under four months of age are not counted in the audit and should not be included in the total enrollment number.

**Q7: Can preschool students be issued a Provisional Certificate if they transfer from another US school?**

**A:** The Provisional Certificate may be issued to a student enrolled in school or a child enrolled in licensed child care when the applicant has received at least one dose of each of the required vaccines but has not completed all the required immunizations. However, Iowa Code specifies the definition of a transfer student as “an applicant seeking enrollment from one United States elementary or secondary school into another.” **The transfer definition as outlined in Code for Provisional Certificates is not applicable to preschool or licensed child care students.**

### Home School Students

**Q1: Do immunization records of a child receiving Competent Private Instruction (CPI) need to be audited?**

**A:** The CPI category includes home-schooled children who are not enrolled in independent private instruction and those in non-accredited nonpublic schools. There are two options for a child to enroll in CPI, **Option 1** and **Option 2**. The CPI enrollment option is provided by the school district. All **Option 1** children and **Option 2** children **dually enrolled** with the school district must provide evidence of immunization or exemption. Immunization records for these children must be audited and counted in the Home School row of the corresponding school. Immunization records for CPI/home-schooled children are often maintained in the school district office. Children enrolled under **Option 2 and not dually enrolled** with the school district are not required to submit evidence of immunization. Immunization records for these children are not included in the audit and the children are not counted in the Total Enrollment on the Immunization Record Review.

An additional type of private instruction, **Independent Private Instruction (IPI)**, became effective on July 1, 2013. Children who are home -schooled under IPI are exempt from the immunization requirements. Immunization records for these children are not included in the audit, and the children are not counted in the Total Enrollment on the Immunization Record Review. For additional information see the [Iowa Department of Education, Private Instruction](#) webpage or contact Buffy Campbell at the Department of Education, 515-954-8651.

**Q2: During a school audit, where should records of home-schooled children be documented?**

**A.** Home-schooled student records should be documented in the Home School row of the corresponding school where the immunization record is maintained

(e.g., elementary school). If home-schooled student records are maintained at the school district office, an audit may be submitted for the school district office and would include records for home-schooled children only. *IRIS includes a school district for each district in Iowa in the School Name drop down menu. School districts should not be used to report audit data except for home-schooled student records maintained at the school district office. Regardless of where home-schooled student records are documented for the audit, student records should only be counted in one location.*

**Q3: If a home-schooled student has submitted immunization records upon initial enrollment in CPI, can a school nurse or auditor request an updated immunization certificate?**

**A:** An immunization certificate is required only upon initial enrollment in CPI option 1 or Dual Enrollment. The Iowa home-school regulations do not provide authorization to require updated immunization information beyond the first submission. Updates can be requested but are not required.

### Tdap Vaccine Requirement

**Q1: If a student already has a valid Medical or Religious Certificate of Immunization Exemption on file, is an updated certificate of exemption required for the Tdap or meningococcal vaccine requirements?**

**A:** If a medical exemption form has no specific vaccines listed, it is valid for all vaccines and remains in effect until the expiration date noted on the form. If no expiration date is included, the medical exemption remains in effect for the student’s entire enrollment period in an Iowa licensed child care center, elementary and secondary school. ***If a medical exemption does not include diphtheria, tetanus and pertussis, or meningococcal vaccine, a new Certificate of Immunization Exemption form is required to include those antigens.*** The current version (July 2024) of the Medical Certificate of Immunization Exemption includes a section for the healthcare provider to select which required vaccine(s) the child is exempt from receiving.

A previously completed certificate for religious exemption is valid for all vaccines including Tdap and Meningococcal. The religious exemption remains in effect for the student’s entire enrollment period in an Iowa licensed child care center, elementary and secondary school.

**Q2: What is the Tdap vaccine requirement?**

**A:** Students entering, advancing or transferring into 7th grade or above need proof of an adolescent tetanus, diphtheria, and pertussis (whooping cough) booster immunization (“Tdap”) for school enrollment. This dose must contain the pertussis component to be considered compliant with school entry requirements. A dose of Td (tetanus, diphtheria) does not meet this requirement.

**Q3: What if a child does not have proof of Tdap vaccine before school starts?**

**A:** Children who have received one dose of pediatric diphtheria, tetanus, and

pertussis (DTaP) vaccine may attend school by submitting a Provisional Certificate of Immunization. The Provisional Certificate of Immunization is valid for a maximum of 60 days, which allows time for the child to receive the adolescent Tdap vaccine. If the child does not receive the vaccine by the end of the provisional enrollment period (60 days), the child shall be excluded from school.

**Q4: Is there a grace period or extension to receive Tdap vaccine after school starts?**

**A:** No, there is no grace period/extension for the Tdap vaccine requirement. All students entering 7<sup>th</sup> grade and above need to submit a completed Certificate of Immunization with the Tdap immunization, a Certificate of Immunization Exemption or a Provisional Certificate of Immunization when enrolling in school.

**Q5: If DTaP has been given instead of Tdap, will it meet the Tdap vaccine requirement?**

**A.** If a dose of DTaP is inadvertently administered at age 10 years or older, it will meet the adolescent Tdap booster vaccine requirement.

## Meningococcal Vaccine Requirement

**Q1: What grades are included in the meningococcal vaccine requirement?**

**A: The meningococcal vaccine requirement has two parts.**

1. Students entering grades 7 through 11 will be required to have proof of at least one dose of the MenACWY vaccine received on or after 10 years of age.
2. Students entering 12th grade will need proof of two doses of MenACWY vaccine (1 dose received on or after 10 years of age and 1 dose received on or after 16 years of age); or 1 dose if received when the student was 16 years of age or older.

**Q2: Does the meningococcal requirement include meningitis B (MenB) vaccine?**

**A:** No. The meningococcal vaccine requirement is only for meningococcal conjugate vaccine (MenACWY). Meningococcal serogroup B vaccines (MenB) do not provide protection against serogroup A, C, W, or Y disease. MenB vaccine does not meet the school meningococcal vaccine requirement.

**Q3: Which vaccines meet the meningococcal vaccine requirement?**

**A:** The Iowa school entry requirement for immunizations follow ACIP recommendations. The ACIP recommends meningococcal (A, C, W, Y) vaccination for adolescents at age 11-12 years. The youngest age a dose of meningococcal vaccine may be given to satisfy Iowa school entry requirements is 10 years of age. The CDC recommends the booster dose of meningococcal (A, C, W, Y) vaccine to be administered on or after 16 years of age. The brand names of meningococcal conjugate vaccines available in the U.S. that contain all four serogroups are Menactra, MenQuadfi, Menveo, and Penbraya (MenABCWY).



On October 25, 2023, ACIP recommended Penbraya (MenABCWY) vaccine may be used when both MenACWY and MenB are indicated at the same visit. Penbraya does count toward the school entry requirement.

Any meningococcal vaccine administered that contained less than the four required serogroups (A, C, W, Y) does not count toward the school entry requirement.

Meningococcal B vaccines are recommended by the CDC for people 16-23 years of age with a preferred age of vaccination of 16-18 years as a shared clinical decision-making recommendation. Shared clinical decision-making recommendations are individually based and informed by a decision process between the healthcare provider and the patient or parent/guardian. Meningococcal B vaccine doses do not count toward the school entry requirement. Brand names of meningococcal B vaccines licensed in the U.S. are Bexsero and Trumenba.

**Q4: Should all adolescents receive a routine booster dose of meningococcal conjugate vaccine (MenACWY)?**

**A:** Adolescents who receive the first dose of meningococcal between 10 and 16 years of age should receive a one-time booster dose, on or after 16 years of age. Adolescents who receive their first dose of meningococcal conjugate vaccine on or after age 16 years of age do not need a booster dose of vaccine.

**Q5: If a student received meningococcal polysaccharide vaccine (MPSV4) at age 5 years (e.g., for international travel) and a dose of meningococcal conjugate vaccine (MenACWY) at age 11 or 12 years, will they still need a booster dose of MenACWY vaccine at age 16 years?**

**A:** Yes. Any meningococcal vaccination given prior to the tenth birthday (either with MenACWY or MPSV4) does NOT meet the meningococcal vaccine requirement. To comply with the 12<sup>th</sup> grade requirement, students will need to receive the second dose of meningococcal vaccine on or after 16 years of age.

**Q6: What if a child does not have proof of the meningitis vaccine before school starts?**

**A:** A Certificate of Immunization that includes the meningococcal conjugate vaccine (MenACWY) must be submitted to the school where the child is enrolled or attempting to enroll. If the child has not received a dose of meningococcal conjugate vaccine (MenACWY) the child shall be excluded from the benefits, activities, and opportunities of the school until a valid Certificate of Immunization is submitted. For students enrolling in 12<sup>th</sup> who have only received one dose of meningococcal conjugate vaccine (MenACWY), prior to 16 years of age, may attend school by submitting a Provisional Certificate of Immunization. The Provisional Certificate of Immunization is valid for a maximum of 60 days which allows time for the child to receive the meningococcal conjugate vaccine

(MenACWY). If the child does not receive the vaccine by the end of the provisional enrollment period (60 days), the child shall be excluded from school.

**Q7: Can students who have not received a meningococcal conjugate vaccine (MenACWY), be placed on a Provisional Certificate of Immunization?**

**A:** No, there is no grace period or extension for this requirement. All students entering 7<sup>th</sup> grade and above and 12<sup>th</sup> grade students will need to submit a completed Certificate of Immunization with the meningococcal conjugate vaccination (MenACWY). A Provisional Certificate of Immunization can only be issued when the applicant has received at least one dose of the required vaccine or is a transfer student from another U.S. school.

**Q8: Is there a grace period or extension to receive the meningococcal vaccine after school starts?**

**A:** No, there is no grace period or extension for this requirement. All students entering 7<sup>th</sup> grade and above will need to submit a completed Certificate of Immunization with the meningococcal conjugate vaccination (MenACWY), or a Certificate of Immunization Exemption before enrolling in school.

All 12<sup>th</sup> grade students will need to submit a completed Certificate of Immunization with the meningococcal conjugate vaccination (MenACWY), a Certificate of Provisional Enrollment or a Certificate of Immunization Exemption before enrolling in school.

**Q9: When looking at patient records in IRIS, some records include Meningococcal NOS vaccine. Does Meningococcal NOS vaccine meet the meningococcal vaccine school requirement?**

**A:** Meningococcal, NOS is the default name for meningococcal A, C, W, Y vaccines in IRIS if no trade name is selected. If no trade name was entered into IRIS and only Meningococcal NOS is displayed, a healthcare provider can assume this was a dose of meningococcal A, C, W, Y vaccine and would meet the meningococcal vaccine school requirement.