

**PRE-KINDERGARTEN (OVER AGE 1)
COMPLETION INSTRUCTIONS**

- Intervals between doses of vaccine must be in accordance with the Advisory Committee for Immunization Practices (ACIP) Recommended Immunization Schedules for Persons 0 Through 18 Years of Age for all vaccines.
<https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>
- For children who are behind or started late, refer to the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind* on table 2: <https://www.cdc.gov/vaccines/schedules/hcp/imz/catchup.html#table-catchup>

Field 1	Total Number of Children – Enter the total number of students enrolled in pre-kindergarten, daycare, head start or nursery school, as applicable.
Field 2	Students Without Immunization Record – Enter the number of students who do not have an immunization record or any proof of immunity on file. Do not count students who do not have an immunization record in fields 4 through 14. Do not count students who have medical exemptions in this field.
Field 3	Medical Exemption – Enter the number of students who have a medical exemption from a physician licensed to practice medicine in the State of New York.
*Field 4	Diphtheria, Tetanus, Pertussis (DTaP) – Enter the number of students who have received the appropriate number of doses of DTaP vaccine for their age. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
*Field 5	Polio – Enter the number of children who have received the appropriate number of doses of polio vaccine for their age or who have demonstrated serological evidence of immunity to all 3 serotypes of polio disease accepted prior to September 1, 2019. Children starting the vaccine series on time should receive doses at 2 months, 4 months, 6 through 18 months of age, and 4 years or older.
*Field 6	Measles – Enter the number of students who have received the appropriate number of doses of measles vaccine for their age, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of measles disease. The first dose of measles vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
*Field 7	Mumps – Enter the number of students who have received the appropriate number of doses of mumps vaccine for their age, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of measles disease. The first dose of mumps vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
*Field 8	Rubella – Enter the number of students who have received at least 1 dose of rubella vaccine, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of measles disease. The first dose of rubella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
*Field 9	Hepatitis B – Enter the number of students who have received 3 doses of hepatitis B vaccine, or who have demonstrated serologic evidence of immunity to hepatitis B disease. Children who start the vaccine series on time should receive doses at birth, 1 to 2 months and 6 to 18 months of age. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks.
*Field 10	Varicella (chicken pox) – Enter the number of students who have received the appropriate number of doses of varicella vaccine for their age, or who have demonstrated serologic evidence of immunity to or laboratory confirmation of varicella disease. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.

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*Field 11	<u>Haemophilus influenzae type B (Hib)</u> – Enter the number of children who have received the appropriate number of doses of Hib vaccine for their age. Children who start the vaccine series on time should receive doses at 2 months, 4 months, 6 months and at 12 through 15 months of age.
Field 12	<u>Pneumococcal</u> – Enter the number of children who received the appropriate number of doses of pneumococcal vaccine for their age. Children who start the vaccine series on time should receive doses at 2 months, 4 months, 6 months, and 12 through 15 months of age.
Field 13	<u>Completely Immunized</u> – Enter the number of students who meet all requirements for fields 4 through 12. Those entered in field 2 should not be counted in field 13. The number in field 13 cannot be greater than any number in fields 4 through 12.
Field 14	<u>In Process</u> – Enter the number of students who are not completely immunized and who have received at least the first dose of each required vaccine series. They also must receive subsequent vaccines in the series within a 14-day period of when they are due to complete the immunization series according to the ACIP catch-up schedule.
Field 15	<u>Homeless Students</u> – Enter the number of students who are considered homeless under McKinney-Vento.
Medical Exemptions:	
Field 16	<u>Diphtheria, Tetanus, Pertussis (DTaP)</u> – Enter the number of students who are medically exempt from DTaP vaccine.
Field 17	<u>Polio</u> – Enter the number of students who are medically exempt from polio vaccine.
Field 18	<u>Measles, Mumps, Rubella (MMR)</u> – Enter the number of students who are medically exempt from MMR vaccine.
Field 19	<u>Hepatitis B</u> – Enter the number of students who are medically exempt from hepatitis B vaccine.
Field 20	<u>Varicella</u> – Enter the number of students who are medically exempt from varicella vaccine.
Field 21	<u>Haemophilus influenzae type B (Hib)-</u> – Enter the number of students who are medically exempt from Hib vaccine.
Field 22	<u>Pneumococcal Conjugate vaccine (PCV)-</u> Enter the number of students who are medically exempt from the Pneumococcal vaccine.
	* Combined vaccines – Students who received vaccines which combine more than one component such as MMR (measles, mumps and rubella), MMRV (measles, mumps, rubella and varicella), DTaP/Hib (diphtheria, tetanus, pertussis and Haemophilus Influenzae type b), Dtap/IPV/Hib (diphtheria, tetanus, pertussis, polio, Haemophilus Influenzae type b) and Hepatitis B/DTaP/IPV (hepatitis B, diphtheria, tetanus, pertussis and polio) should be counted as immunized in each of the separate columns for measles, mumps, rubella, varicella, DTaP, Hib, polio and hepatitis B