



# Understanding the Utah Immunization Rule for Students

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## **Module I**

### **Laws, Enrollments, and Immunization Requirements**

# Overview of Laws, Admissions, and Immunization Requirements

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**Purpose:** To define the law and immunization requirements pertaining to the Utah Immunization Rule for Students.

**Goal:** To improve the administration and application of Utah Early Childhood Program immunization requirements.

**Objectives:**

- Describe immunization requirements for children enrolling in early childhood programs.
- Explain the immunization record review process.
- Define Conditional Enrollment.
- Define Extended Conditional Enrollment.
- Define Out of Compliance and Exclusion.
- Define Previous History of Disease (Immunity).
- Explain the three types of exemptions allowed in Utah early childhood programs.
- Define USIR (Utah School Immunization Record).
- Explain the four-day grace period for immunizations.
- Describe how to maintain immunization records of children's immunization status.
- Describe the conditions under which a child may be excluded from attending an early childhood program during a vaccine-preventable disease outbreak.
- Explain immunization reporting requirements.

# Utah Statutory Code

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To gain a better understanding of the law, let's first look at the difference between a rule and a statute.

- Statutes are enacted by the legislature and can only be changed when the legislature is in session.
- The Utah Department of Health is an authorized agency that can establish or regulate rules. rules.
- [Utah Statutory Code, Title 53G, Chapter 9, Part 3](#), defines immunization requirements, including procedures for reporting statistical information and non-compliance.



# Utah Immunization Rule for Students

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- Administrative rules have **the binding effect of law** and, unlike statutes, **may be** changed throughout the year.
- Authorized agencies, such as the Utah Department of Health and Human Services, do not have to go through the legislature to change a rule.
- The Utah Immunization Rule for Students is an administrative rule under the [Utah Health Code, Section R396-100](#). It implements the requirements established by the statutory code.
- The rule defines all vaccine requirements, admission requirements, exemptions, required official documentation, reporting requirements, exclusion protocols and penalties for non-compliance.





# Immunization Requirements Early Childhood Programs

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Children enrolled in early childhood programs (licensed childcare centers, nurseries or preschools, childcare programs as defined in Section 26B-2-401, family home care, or Head Start Programs) must be appropriately immunized for their age with the following vaccines:

- Hepatitis A
- Hepatitis B
- Pneumococcal
- Varicella (chickenpox)
- Polio
- Haemophilus influenza type b (Hib)
- DTaP (Diphtheria, Tetanus, and Pertussis)
- MMR (Measles, Mumps, Rubella)

\*For students claiming a previous infection with Measles, Mumps, Rubella (MMR), Varicella (Chickenpox), or Hepatitis A, immunity documentation must be provided to the early childhood program. These documents should include the results of serological/titer testing and a written statement signed by a healthcare provider confirming that, based on positive laboratory test results, the child does not need to receive the MMR, varicella, or hepatitis A vaccines.

\*\*For medical, religious, or personal exemptions, the legally responsible individual for the child must complete an online immunization education module at [immunize.utah.gov](https://immunize.utah.gov) or attend an in-person consultation at a local health department. A copy of the exemption form must be submitted to the early childhood program. For medical exemptions, a completed vaccination exemption form, along with a written notice signed by a licensed healthcare provider, must be submitted too.

# Immunization Record Review Process

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## 1. Early Childhood Requirements:

- **Request Immunization Records:** Early childhood programs must request immunization records at the time of enrollment.
- **No Fees:** Early childhood programs cannot charge fees for receiving or reviewing immunization records or exemption forms.
- **Record Retention:** Immunization records must be retained as part of the child's permanent early childhood record.

## 2. Review Process (Within 5 Business Days):

- **Step 1:** Confirm if an immunization record has been received.
- **Step 2:** Review the record to ensure it complies with state requirements.
- **Step 3:** Identify any missing or incomplete immunizations.

## 3. If the Record is Missing or Incomplete:

- **Step 1:** Place the child on **Conditional enrollment** (per Section 53G-9-308).
- **Step 2:** Provide a written notice to the family within 5 business days of conditional enrollment.

## 4. Transfer Children:

- Facilities must provide a transferring child's immunization record to the new early childhood program or school upon request by the legally responsible individual or when any of the child's records are transferred to the new facility.

# Enrollment

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The rule states that **all children enrolled in an early childhood program must have an immunization record** that shows:

- Information regarding each required vaccination that the child has received, including the date each vaccine was administered. This must be verified by a licensed healthcare provider, registered nurse, an authorized representative of a local health department, an authorized representative of the department, or a pharmacist.
- Immunity documents for each child claiming previously infection with measles, mumps, rubella (MMR), varicella, or hepatitis A disease. These documents must include results of serologic testing for immunity (titer testing), and a written statement signed by a healthcare provider confirming that, based on positive laboratory test results, the child does not need to receive the MMR, varicella, or hepatitis A vaccines.



# Enrollment (Continued)

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- A Utah vaccination exemption form identifying each required vaccination from which the child is exempt must be completed. For medical exemptions, children must provide a completed vaccination exemption form **and** a written statement signed by a licensed health care provider stating that, due to the physical condition of the child, administration of the vaccine would endanger the child's life or health.





# Conditional Enrollment

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- A child who has not provided the early childhood program with a complete immunization record at the time of enrollment may attend under conditional enrollment.
- Conditional enrollment applies when a child's immunization record is under review by the early childhood program or for up to 30 calendar days after the day the program provides notice to the child's legally responsible individual.

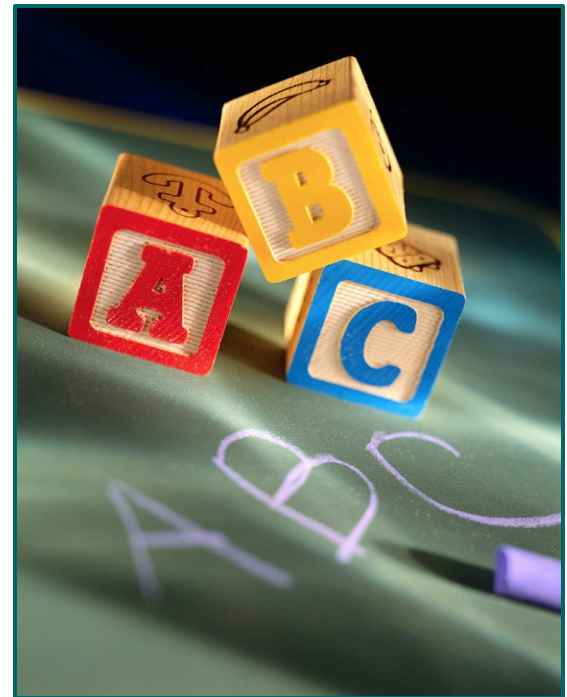


# Conditional Enrollment Notification

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The early childhood child program should deliver the notice, when possible, in the enroller's preferred language; and using one of the following methods of delivery, as determined by mutual agreement between the facility and the enroller:

- (A) written notice delivered in person;
- (B) written notice by mail;
- (C) written notice by email or other electronic means; or
- (D) by telephone, including voicemail.



# Conditional Enrollment Notice Requirements

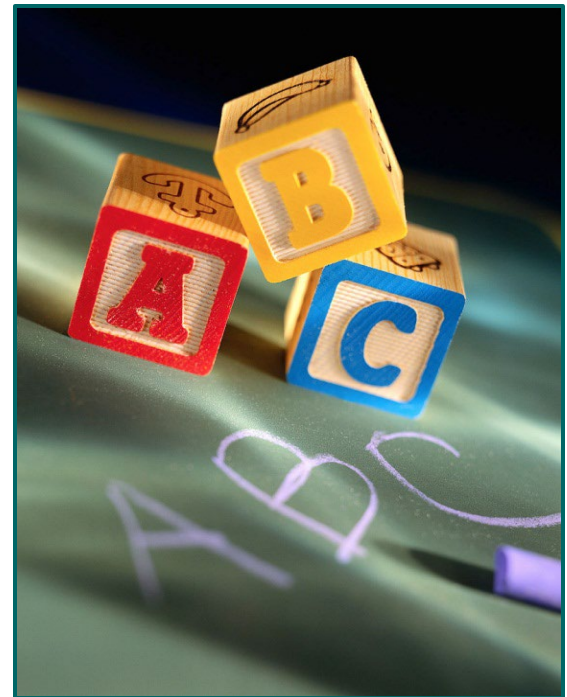
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The notice delivered to the legally responsible individual of the child must:

- Identify deficiencies in the child's immunization record or indicate that the early childhood program has not received the record.
- Request that required immunizations be submitted within the conditional enrollment period to avoid exclusion.

If the required documentation is not provided by the end of the conditional enrollment period, the child must be excluded from the early childhood program until proper immunization records are submitted.

A sample of conditional enrollment notice is available on our website at [immunize.utah.gov](https://immunize.utah.gov) or <https://immunize.utah.gov/school-childcare-immunization-requirements/>.



# Extended Conditional Enrollment

At the end of the conditional enrollment period, an early childhood program administrator can grant an additional extension if:

- **More time is medically recommended** to complete all required vaccinations.
- **Extenuating circumstances exist**, such as a child coming from another state or country enrolling in an early childhood program for the first time. In such cases, the program administrator along with one of the following- such as a nurse, a health official, or a health official designee (including a social service provider, or a culturally competent and trauma-informed community representative) must agree that an additional extension will likely lead to compliance with immunization record requirements during the extended period.





# Out-of-Compliance and Exclusion

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At the end of the conditional enrollment period, the early childhood program must exclude children who do not comply with the program's immunization record requirements from attending until they meet those requirements, **unless** the child has been granted:

1. **An additional extension of the conditional enrollment period** by the program administrator, for a period medically recommended to complete all required vaccination doses.
2. **An additional extension of the conditional enrollment period** due to extenuating circumstances of the child. This requirement requires agreement between the program administrator and a school nurse, health official, or health official designee that the extension will likely result in compliance with the early childhood program immunization record requirements during the extended period.



# Out-of-Compliance and Exclusion (Continued)

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A child missing any of the following early childhood program immunization record requirements is considered out of compliance and must be excluded from the program:

- (a) The program has not received an immunization record (or no immunization record) from the legally responsible individual of the child, the child's former program, or a statewide registry showing that the child has received all vaccinations required by the department.
- (b) The child did not receive all vaccinations required by the department.
- (c) The child claimed a history of disease (for MMR, hepatitis A, or chickenpox) but did not submit proof of immunity to the program.
- (d) The legally responsible individual of the child claimed the child had an exemption from one or more required vaccinations, but the exemption form was not submitted to the program.



# Out-of-Compliance and Exclusion (Continued)

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- (e) The child has received fewer than the required number of vaccine doses for their age.
- (f) The child has received one or more doses at less than the minimum interval or below the minimum age.
- (g) The child does not comply with the immunization requirements for military children under Section 53E-3-905.

# Exclusion Notice

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A sample of an exclusion notice is available on the Utah Immunization Program website at <https://immunize.utah.gov/school-childcare-immunization-requirements/>.







## Previous History of Disease (Immunity)

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If a child has immunity **due to a previous infection** with measles, mumps, rubella (MMR), chickenpox, or hepatitis A, an immunity document from a healthcare provider must be provided to the early childhood program. This document must include positive serologic (titer) test results and a signed statement from a healthcare provider confirming that, based on the positive laboratory test results, the child does not need the MMR, varicella, or hepatitis A vaccines.

Note: Immunity through serologic testing is only acceptable and allowed for those previously infected with measles, mumps, rubella, varicella, or hepatitis A. Schools/early childhood programs must attach the immunity document from the healthcare provider to the Utah School Immunization Record.



# Exemptions

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The Rule allows the following type of exemptions for early childhood program enrollment:

- *Medical*
  - *Religious*
  - *Personal*
- Children claiming an exemption to the required vaccinations must have their legally responsible individual complete the online educational module (free of charge) available at [immunize.Utah.gov](https://immunize.Utah.gov) or attend an in-person consultation (fee of up to \$25) at a local health department **and** provide a copy of the completed form to the program.
- **Completion of the online educational module or in-person consultation at a local health department is required for all types of exemptions.**

# Claiming an Exemption-Continued

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- **For a medical exemption** from required immunizations, the child's legally responsible individual must provide the early childhood program with:
  - A completed vaccination exemption form.
  - A written statement signed by a licensed healthcare provider indicating that, due to the child's physical condition, administration of the vaccine would endanger their life or health.
- **For personal/religious exemption** from required vaccinations, the legally responsible individual must provide the early childhood program with a completed vaccination exemption form.



# Exemption Documentation

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- For all three types of exemptions, a copy of the vaccination exemption form must be attached to the Utah School Immunization Record (USIR) and filed in the child's folder.
- If a medical exemption is claimed, a written statement from a licensed healthcare provider must also be attached to the USIR in addition to the copy of the exemption form.





# Exemptions

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- Vaccination exemption forms provided to early childhood programs do not need to be renewed when a child transfers to a different early childhood programs.

# Utah School Immunization Record (USIR)

- The **Utah School Immunization Record (USIR)** is the **official certificate of immunization** for children in any Utah early childhood program.
- Each early childhood program must maintain completed **hard copies** of the USIR for every enrolled child to verify their immunization status.
- Maintaining a completed electronic or scanned copy of the USIR, child exemption form, and healthcare provider documentation for history of disease as part of the student's permanent cumulative record satisfies the requirements of the Utah Statutory Code.
- The USIR is part of the student's **permanent school record (cumulative folder)** as defined in **Section 53G-9-306** of the Utah Statutory Code.



## UTAH SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent school record (cumulative folder) as defined in Section 53G-9-306 of the Utah Statutory Code and shall transfer with that school record upon request of the student's legally responsible individual. See back for instructions on how to fill out this form.

Student Information  
Student Name \_\_\_\_\_ Gender ☐ Male ☐ Female Date of Birth \_\_\_\_\_  
Name of Parent/Guardian \_\_\_\_\_  
USIS ID \_\_\_\_\_ Student ID Number \_\_\_\_\_

VACCINE	Record the month, day & year for each vaccine dose that was given				Dose Last	Status	Due Date	Exemption
	1st	2nd	3rd	4th				
DTaP, DTP, DT, Td, Tdap (D: Diphtheria, T: Tetanus, P: Pertussis, a: acellular pertussis)								
Tdap (Tap is an inactivated DTaP given to or after 11 years of age)								
Polio (IPV or OPV)								
Haemophilus influenzae type b (Hib)								
Pneumococcal								
Measles, Mumps, and Rubella (MMR) 1st dose must be received on or after the 1st birthday								
Hepatitis B (HBV)								
Varicella (Chickenpox) 1st dose must be received on or after the 1st birthday								
Hepatitis A (HAV) 1st dose must be received on or after the 1st birthday								
Meningococcal Conjugate (ACWY)								

Immunization record received for this student is from: ☐ A statewide registry

☐ Student's former school

☐ Legally responsible individual of the student

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_


Office of Communicable Diseases  
Immunization Program  
[immunization@utah.gov](mailto:immunization@utah.gov)  
(801) 538-6450

Above signature is the signature of the school or health personnel who verified the Utah School Immunization Record (USIR) against the source record(s).

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# Documentation Requirements

- **Appropriate immunization documentation** must be provided to the early childhood program.
- Appropriate documentation includes a record of all vaccines the child has received, including the month, date, and year each vaccine was administered, as well as an official exemption form (Religious, personal, or medical), or proof of immunity documents, if applicable.
- Information from other records must be transferred to the USIR.
- Any exemption form or proof of immunity documents must be attached to the USIR.
- A program authority, such as program personnel, must verify the USIR.

 **UTAH SCHOOL IMMUNIZATION RECORD**

This record is part of the student's permanent school record (cumulative folder) as defined in Section 53G-9-306 of the Utah Statutory Code and shall transfer with that school record upon request of the student's legally responsible individual. See back for instructions on how to fill out this form.

**Student Information**

Student Name \_\_\_\_\_ Gender ☐ Male ☐ Female Date of Birth \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

USIS ID \_\_\_\_\_ Student ID Number \_\_\_\_\_

VACCINE	Record the month, day, & year for each vaccine dose that was given.					Status	Due Date	Exemption
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup> /Last			
DTaP, DTP, DT, Td, Tdap (Diphtheria, Tetanus, Pertussis, Tetanus, diphtheria, acellular Pertussis)								
Tdap (Tdap is an indication of Td given on or after 10 years of age)								
Polio (IPV or OPV)								
Haemophilus influenzae type b (Hib)								
Pneumococcal								
Measles, Mumps, and Rubella (MMR) ( <sup>1st</sup> dose must be received on or after the 1 <sup>st</sup> birthday)								
Hepatitis B (HBV)								
Varicella (Chickenpox) ( <sup>1st</sup> dose must be received on or after the 1 <sup>st</sup> birthday)								
Hepatitis A (HAV) ( <sup>1st</sup> dose must be received on or after the 1 <sup>st</sup> birthday)								
Meningococcal Conjugate (ACWY)								

Immunization record received for this student is from: ☐ A statewide registry  
☐ Student's former school  
☐ Legally responsible individual of the student

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Communicable Diseases  
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# Utah School Immunization Record

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- Early childhood programs must provide a transferring child's immunization record to the new early childhood program upon request by the child's legally responsible individual or when any of the child's records are transferred to the new program or school.
- The **USIR** can be printed from the **Utah Statewide Immunization Information System (USIIS)**.
- The USIR may also be printed from the **Utah Immunization Program website at [immunize.utah.gov](https://immunize.utah.gov)**. It may be printed on paper of any color.





# Utah School Immunization Record (USIR)

- All facilities are required by law to collect a history of past immunizations for each child enrolled.
- You can find the immunization record for each child through a statewide registry such as the Utah Statewide Immunization Information System (USIIS), child's former early childhood program, or legally responsible individual of the child. A complete immunization history often must be pieced together from several sources.
- Collect information regarding each required vaccination that the child has received, including the date each vaccine was administered verified by a licensed healthcare provider, registered nurse, an authorized representative of a local health department, an authorized representative of the department, or a pharmacist.



## UTAH SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent school record (cumulative folder) as defined in Section 530-9-306 of the Utah Statutory Code and shall transfer with that school record upon request of the student's legally responsible individual. See back for instructions on how to fill out this form.

### Student Information

Student Name \_\_\_\_\_ Gender ☐ Male ☐ Female Date of Birth \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

USIIS ID \_\_\_\_\_ Student ID Number \_\_\_\_\_

### Vaccine Information

VACCINE	Record the month, day, & year for each vaccine dose that was given.					Status	Due Date	Exemption
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup> /Last			
DTaP, DTP, DT, Td, Tdap (D=Distemper, T=Tetanus, P=Pertussis, a=acellular Pertussis)								
Tdap (Tdap is an inactivated DTaP given on or after 10 years of age)								
Polio (IPV or OPV)								
Haemophilus influenzae type b (Hib)								
Pneumococcal								
Measles, Mumps, and Rubella (MMR) (1 <sup>st</sup> dose must be received on or after the 1 <sup>st</sup> birthday)								
Hepatitis B (HBV)								
Varicella (Chickenpox) (1 <sup>st</sup> dose must be received on or after the 1 <sup>st</sup> birthday)								
Hepatitis A (HAV) (1 <sup>st</sup> dose must be received on or after the 1 <sup>st</sup> birthday)								
Meningococcal Conjugate (ACWY)								

Immunization record received for this student is from: ☐ A statewide registry

☐ Student's former school

☐ Legally responsible individual of the student

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Communicable Diseases  
Immunization Program  
[immunization@uhhs.utah.gov](mailto:immunization@uhhs.utah.gov)  
(801) 535-5450

Above signature is the signature of the school or health personnel who verified the Utah School Immunization Record (USIR) against the source record(s).

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# Utah School Immunization Record (USIR)- Continued

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- If a child has immunity due to a previous infection with measles, mumps, rubella (MMR), chickenpox, or hepatitis A, an immunity document from a healthcare provider must be provided to the early childhood program. This document must include positive serologic (titer) test results and a signed statement from a healthcare provider confirming that, based on the positive laboratory test results, the child does not need the MMR, varicella, or hepatitis A vaccines.
- If a child claims an exemption, collect the Utah vaccination exemption form identifying each required vaccine from which the child is exempt. For a medical exemption, the child must submit a completed vaccination exemption form **and** a written statement signed by a licensed healthcare provider stating that, due to the child's physical condition, administration of the vaccine would endanger the child's life or health.
- After collecting the immunization history from each child, transfer the information from the immunization history records to the Utah School Immunization Record (USIR). Remember to check the interval between doses of each vaccine to ensure proper spacing. Document all vaccines the child has received, including the month, date, and year each vaccine was administered. Record any exemptions and history of disease. Place the complete USIR in the child's file.

# Utah School Immunization Record (USIR)- Continued

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- Attach any exemption form or proof of immunity document to the completed USIR.
- For detailed information about the interval between doses of each required vaccine and how to complete the USIR, review the Utah Immunization Guidebook at [immunize.utah.gov](https://immunize.utah.gov).
- To determine recommended intervals for catch-up vaccination, review Table 2 – Catch-up at <https://www.cdc.gov/vaccines/hcp/imz-schedules/child-adolescent-catch-up.html>.
- To learn more about the Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, visit the CDC website at <https://www.cdc.gov/vaccines/hcp/imz-schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>.

# Four-Day Grace Period for Immunizations

Utah allows a *four-day grace period* for auditing or record review purposes only.

This time frame permits the early childhood program authority reviewing the records to apply a four-day grace period for a child who received doses of any vaccine too early. The following conditions apply:

- The grace period shall not exceed four days,
- This grace period shall not be used to schedule vaccine doses that are due.
- *The four-day "grace period" should not be applied to the 28-day interval between live vaccines that are not administered at the same visit.*



**This means that a** Vaccine dose administered up to four days before the minimum interval or age can be counted as a valid dose. However, doses given five or more days early should not be counted as valid and must be repeated.





# Maintaining Records of Children's Immunization Status

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Each early childhood program must maintain a current list of all enrolled children, which includes:

1. Children with valid and complete immunization records.
2. Children exempt from required vaccines.
3. Children attending under conditional enrollment, extended conditional enrollment, or those who are out of compliance.

The list must specifically indicate each disease for which a child is not immunized.

A name appearing on the list of enrolled children is subject to the confidentiality requirements outlined in Section [26B-1-212](#) and Section 53E-9-202.



# Steps Early Childhood Programs Must Take During a Disease Outbreak

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In the event of a disease outbreak, the early childhood program administrator must:

- 1. Identify children not immune** to the outbreak disease.
- 2. Notify legally responsible individuals** of children who are not immune to the outbreak disease and provide steps to protect their children.
- 3. Implement measures approved by the local health department**, which may include:
  - providing a separate educational environment for non-immune children to ensure the protection of both non-immune children and the remainder of children.
  - preventing children who are not immune to the outbreak disease from attending the facility.

For questions related to vaccine-preventable disease outbreaks in schools or childcare facilities, contact your local health department epidemiologist or infections disease control department. Alternatively, you can reach out to Danielle Timothy at the Utah Department of Health and Human Services via email at [dtimothy@utah.gov](mailto:dtimothy@utah.gov), her cell at 385-332-6948, or her team email at [vpds@utah.gov](mailto:vpds@utah.gov).



# Exclusions of Children Who Are Under Exemption, Conditionally, or Extended Conditionally Enrolled

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1. A local or state health representative may exclude a child, as authorized by Section 53G-9-302, who has claimed an exemption to all vaccines or to one vaccine, who is not immune to the outbreak disease, or who is conditionally or extended conditionally enrolled in an early childhood program attendance if there is good cause to believe that the child has a vaccine preventable disease, or:

(a) has been exposed to a vaccine-preventable disease; or

(b) will be exposed to a vaccine-preventable disease because of program attendance.

2. An excluded child may not attend the program until the local health officer is satisfied that the child is no longer at risk of contracting or transmitting a vaccine-preventable disease.

3. Early childhood programs must comply with disease outbreak management options as described in Subsection 53G-9-309(3)(c).



# Immunization Reporting Requirements for Early Childhood Program

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Each school and early childhood program must report the following to the Utah Department of Health and Human Services Immunization Program in the form or format prescribed by the department:

- By January 30 of each year, a statistical report of the immunization status of children enrolled in a licensed day care center, Head Start program, and kindergartens.





# Reporting Requirements-Continued

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- Facilities will receive an email from the immunization coordinator when the reporting system is ready for them to submit their report. This typically occurs a couple of months prior to the due date.
- The email will include instructions on how to complete the reports.
- Reports are available exclusively online.



# Administering the Utah Immunization Rule for Students

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- Vaccines are one of the most important public health tools available for preventing disease.
- As more and more vaccines are licensed, the immunization schedule becomes increasingly complicated. This can be confusing for parents and early childhood program officials, potentially resulting in the unnecessary exclusion of children.
- It is important for early childhood program officials to use the utmost discretion and adhere to the guidelines in these modules when administering the rules.
- If you are uncertain about how to interpret or apply a rule, please contact the Utah Immunization Program at 801-538-9450 or email Nasrin Zandkarimi at [nzandkar@utah.gov](mailto:nzandkar@utah.gov) for assistance.

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