



Immunization Questions from the Field Fact Sheet

If parents refuse to provide immunization records, can their child still attend?

The law requires a parent or guardian to provide the facility with the child's immunization records. Parents have three options for compliance:

1. Provide proof of vaccination.
2. Provide proof of history of disease for MMR, Varicella (chickenpox), or Hepatitis A.
3. Provide an exemption from required vaccines.

Facilities can enroll students without the required documentation at the time of enrollment, but the documentation must be provided within 30 days.

State law permits immunization exemptions for three categories: personal, religious, or medical. To receive the required exemption form, parents must either complete a 15-minute online module or visit a local health department for an in-person consultation.

You can find detailed information on our website:

- School Requirements and Exemptions:

<https://immunize.utah.gov/early-childhood-and-school-requirements/#immunization-exemptions>

- Online Education Module: <https://immunize.utah.gov/immunization-education-module/>

- Exemption Module Instructions:

https://immunize.utah.gov/wp-content/uploads/Exemption_Module_Instructions_Website_Oct_2025.pdf

Providers should inform parents of these requirements by sharing the immunization flyer available here: <https://immunize.utah.gov/printable-resources/>

If a child has a missing immunization record, please contact the parent directly. If the child is uninsured or underinsured, they may qualify for the Vaccines for Children (VFC) program at their local health department.

- VFC Information for Parents: <https://immunize.utah.gov/vaccines-for-children-parents/>

- Locate a Clinic: <https://immunize.utah.gov/locate-a-clinic/>

Why are these records needed?

The DWS SAQ grant is funded under the Child Care Development Fund (CCDF). It is a requirement under CCDF to collect immunizations. Child Care Licensing will be monitoring this requirement for DWS. Maintaining a record of immunizations is also crucial for programs, especially in the event of an outbreak.

What if children are not up to date on their immunizations?

Notify parents/guardians to have them updated.

If the school has immunization records, is the afterschool program required to have the same records for registered students?

If your afterschool program resides in the school, you might have access to the school system database. If you do not have access to the school database, you will need to obtain these records on your own. USSIS is a great system for obtaining these records.

Will programs be required to submit the annual immunization report?

No, the school districts will submit this report. We do not want to duplicate children.

Are there any special rules we need to follow such as who can see immunization records? What if a family cannot track down immunization records?

A licensed health care provider may disclose proof of a student's immunizations directly to a school nurse or other person designated by the school to receive immunization records if the school is required by State or other law to have such proof prior to admitting the student, and a parent, guardian, or other person acting *in loco parentis* has agreed to the disclosure. See 45 CFR 164.512(b)(1)(vi). Most children can be found in the USIIS system, while others can be found by contacting their previous school or pediatrician.

If an afterschool program is located in a school, can they get the data quickly from the school?

The best way to access immunization records is via the Utah Statewide Immunization Information System (USIIS). Participating in USIIS offers significant benefits, including:

- Saving time by locating immunization records electronically.
- Allowing users to view or enter immunization history.
- Determining which vaccines are current, due, or overdue.
- Printing the official Utah School Immunization Record (USIR).
- Generating the data needed for the annual School/Childcare Immunization Report.

To gain access to student immunization records within USIIS, please complete the steps below:

1. Read the [USIIS Confidentiality and Security Policy](#)

2. Complete and sign a USIIS User Confidentiality and Security Agreement for each user.

- If your school is not currently enrolled in USIIS: On the form, select "Enroll my school in USIIS," and then choose "Enroll your healthcare facility, school, or other eligible organization in USIIS."

- If your school is currently enrolled in USIIS: On the form, select "Request USIIS User Access."

The USIIS User Confidentiality and Security Agreement form can be found here:

<https://pubredcap.health.utah.gov/surveys/?s=FJJPYHTP3DCHTMH3>

3. After submitting the required forms, you will receive an email from USIIS within five to seven business days granting you access to the immunization records for children currently enrolled in your facility who are already in the system.

What are the security measures when it comes to storing the records?

Records should not be stored in personal folders. It needs to be on an organizational database. They can have a locked up physical copy. Access must be limited to authorized viewers only.

Will we be registering by facility or by program?

By Facility. Any program housed in that facility will be counted under that facility.

Who should be doing data collection?

Each organization can decide this for themselves. It doesn't matter who collects it as long as they are authorized and signed both the [facility's agreement](#) and the [user agreement](#).

Does this apply to TANF Programs?

No, the requirement is specific to the Child Care Development Fund (CCDF).

Is a USIIS provider ID required for enrollment?

It's not mandatory.

Would the USIIS ID number be the same number as our facility in the Child Care Licensing portal?

Yes.

How frequently does this need to be done?

Any time you have a new youth, you will need to get their immunization record. As long as you have an up to date immunization on file for every youth, you do not need to re-upload them each year.

Can we run them in batches?

No, not during the first year. A unique patient ID (the same as their school ID) must be entered first. Once the ID is established, batch reports can be pulled the following year. Facilities should

keep a separate record (e.g., a spreadsheet) of these IDs to easily copy and paste them into the batch list portal when available.

If a provider/organization has multiple locations, do they need a separate agreement for each one?

No, one agreement is sufficient to cover additional locations. The agreement can take up to 3 days to process. Once they are accepted, an email is sent with a link to set up users accounts.

If a child presents a hard copy of their vaccination record but is not in USIIS, does the after-school program need to input a new patient/child record?

No. Simply make a copy of the record for the center's files; no further input is required.

If you have a new child who enrolls later in the year, how long do they have to get the immunization record?

You should have the documentation before they start, either by collecting the immunization from the parent or by downloading the record from USIIS, or a 30-day plan for getting those immunizations.

More Information

R396-100-4. Official Utah School Immunization Record (USIR).

(1) Schools and early childhood programs shall use the official Utah School Immunization Record (USIR) form as the record of each student's immunizations. The department shall provide copies or electronic copies of the USIR to schools, early childhood programs, physicians, and local health departments upon each of their requests.

(2) Each school or early childhood program shall accept an immunization as a certificate of immunization if:

(a) it is received from a statewide registry, the student's former school, or the student's legally responsible individual;

(b) it relates to a student regarding required vaccinations that the student has received; and

(c) it includes the date each vaccine was administered, as verified by a licensed health care provider, an authorized representative of a local health department, an authorized representative of the department, a registered nurse, or a pharmacist.

(3)(a) Each school and early childhood program must maintain the following information in the file of each enrolled student:

(i) the completed USIR for each student;

(ii) an exemption form for each student claiming an exemption; and

(iii) immunity documents for each student claiming previous infection with measles, mumps, rubella (MMR), varicella, or hepatitis A disease. The immunity documents must include the 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 student does not need to receive the MMR, varicella, or hepatitis A vaccines. Immunity through serologic testing is only acceptable and allowed for those students who were previously infected with measles, mumps, rubella, varicella, or hepatitis A.

(b) The school and early childhood programs shall maintain up-to-date records of the immunization status for all students in all grades such that it can quickly exclude all non-immunized students if an outbreak occurs.

(c) If a student withdraws, transfers, is promoted, or otherwise leaves school, the school or early childhood program shall either:

(i) return the USIR, any immunity documents, and any exemption form to the legally responsible individual of a student; or

(ii) transfer the USIR, any immunity documents, and any exemption form with the student's official school record to the new school or early childhood program upon the request of the student's legally responsible individual.

(4) A representative of the department or the local health department may examine, audit, and verify immunization records maintained by any school or early childhood program.

*(5) Schools and early childhood programs may meet the record keeping requirements of this section by keeping its official school immunization records in the Utah Statewide Immunization Information System (USIIS).

*Child Care Licensing may require that all immunization records be a physical copy or be downloaded and stored electronically outside of USIIS.

Resources for Parents

Parents can complete the [online education module](#) to receive an exemption certificate or visit their local health department for an in-person consultation to receive the exemption form. Additionally, there are great parent education resources available on the [immunization program website](#).

To Learn more about USIIS Confidentiality Policy click [HERE](#)