

# School Protocol for the IP-100 Immunization Reporting Process 2024-2025



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<b>Acronyms</b>	
CDC	Centers for Disease Control and Prevention
DK	Developmental Kindergarten
ECDD	Early Childhood Developmental Delay
EMR	Electronic Medical Record
FERPA	Family Educational Rights and Privacy Act
IFR	Immunization Field Representative
IP	Immunization Program
ISD	Intermediate School District
LHD	Local Health Department
MCIR	Michigan Care Improvement Registry
MCIR/SIRS	Michigan Care Improvement Registry/School Immunization Reporting System
MDE	Michigan Department of Education
MDHHS	Michigan Department of Health & Human Services
NDR	No Data Reported
PPI	Pre-Primary Impaired
SE	Special Education

## 1. Introduction

Michigan state law mandates that by November 1, each school shall report to the LHD the immunization status of all students through 18 years of age enrolled in kindergarten, 7<sup>th</sup> grade, and newly enrolled to the district or ISD between January 1 and September 30. A school district must have a completed, waived, or provisional immunization record for at least 90% of the reportable students reflected on the November IP-100 report. Failure to meet the minimum compliance rate will result in a 5% withholding of district funding issued by MDE. Funds will remain withheld until the district meets at least a 90% compliance rate for immunization status reporting.

By February 1, each school shall report to the LHD the immunization status of all students through 18 years of age enrolled in kindergarten, 7<sup>th</sup> grade, and newly enrolled to the district or ISD between January 1 and December 31. A school district must have a completed, waived, or provisional immunization record for at least 95% of the reportable students reflected on the February IP-100 report. Failure to meet the minimum compliance rate will result in a 5% withholding of district funding issued by MDE. Funds will remain withheld until the district meets at least a 95% compliance rate for immunization status reporting.

If the district or intermediate district does not comply with the reporting requirements by the end of the fiscal year, the district or intermediate district forfeits the total amount withheld.

Schools must have access to up-to-date immunization records, including waivers, for all students. MDHHS or the LHD may conduct an audit of records in the event of an outbreak and/or noncompliance.

Acceptable immunization documentation for schools include:

- An immunization record from a provider EMR
- An official MCIR immunization record
- A state [Immunization Information System](#) record

Providers should only accept written, dated records as evidence of vaccination. An attempt to locate missing records should be made whenever possible by contacting previous healthcare providers, reviewing state or local immunization information systems and searching for a personally held record. However, if records cannot be located or are not available, an individual without adequate documentation should be considered susceptible and should be started on the age-appropriate vaccination schedule.

Please reach out to the LHD with any questions regarding an immunization record: [Local Health Department Map](#).

Though hearing and vision screening is reported in the MCIR/SIRS system, it is not overseen by the Division of Immunization. For more information regarding reporting requirements, please visit this guidance document: [Hearing and Vision Screening for Kindergarten Entrants](#).

McKinney-Vento as related to immunization reporting should be used when a student is experiencing homelessness and is incomplete with required immunizations. Students marked as McKinney-Vento will not be calculated in the total compliance rate for the school building or district. Reportable students identified as McKinney-Vento should have both their immunization and homelessness status reevaluated for each reporting period. On the first Monday in August of each year, the McKinney-Vento status will be deleted unless the student is marked for the current school reporting period. For additional information, visit: [McKinney-Vento \(michigan.gov\)](https://www.michigan.gov/mckinney-vento).

## 2. School Immunization Reporting

MCIR/SIRS is the preferred system of reporting the immunization status of reportable students. MCIR/SIRS is a web-based computer application designed for use by designated school immunization reporting staff. Information on reporting requirements and system access can be obtained from the [www.mcir.org](http://www.mcir.org) website, LHDs, MCIR Helpdesk, or the MDHHS Division of Immunization.

Each fall, schools should access the most current annual school packet by going to [www.mcir.org](http://www.mcir.org) under the School and Childcare tab then select Reporting to the Health Department. School staff needing access to MCIR/SIRS should contact the LHD.

Schools that are unable to use the MCIR/SIRS system must complete immunization reporting using the School Aggregate Reporting Form. Schools should work in conjunction with the LHD to complete the reporting process.

Schools are required to report all kindergartners, 7<sup>th</sup> graders, and students new to the district twice a year, in November and February. Schools are required to achieve at least a 90% compliance rate for the November report period and at least a 95% compliance rate for the February report period. The November report period includes all reportable students that are enrolled in the school from January 1 through September 30. The February report period includes all reportable students who are enrolled in the school from January 1 through December 31.

## 3. Reporting Students by School Facility or Program

All programs affiliated with MDE are required to report the immunization status of reportable students biannually whether these students are attending school in person or virtually.

### Public Schools

Students who were assessed in DK or Young 5 programs in the prior year do not need to be reported again when entering kindergarten in the same school district.

SE students should be identified with an age-appropriate grade or as SE in MCIR/SIRS.

ECDD students that are less than five years of age should be assessed as childcare and reported through a childcare site. ECDD or PPI students who are five years of age or older should be assessed as school age students and reported through a school site.

A separate MCIR/SIRS childcare site will need to be established for school districts or ISDs that have special education programs with children four years of age and younger.

Students who are in kindergarten, 7<sup>th</sup> grade, and new entrants through 18 years of age, need to be included on the MCIR/SIRS report.

Students who are 19 years of age or older and enrolled in a school need to provide an official immunization record to be placed in the student's file. These students should not be included on the MCIR/SIRS report. The school should work with the LHD to ensure the student records have been entered into MCIR (provider side), as long as FERPA consent has been obtained.

Schools are required to include all reportable students on the IP roster who are currently enrolled, including students who are excluded from school. Students who have been permanently disenrolled from the school should be removed from the IP roster.

### **Charter Schools (Public School Academies)**

Charter schools are a stand-alone school district and are not associated with any other school district; therefore, the funding is based on the individual school.

Charter schools are required to report the immunization status for all students that are enrolled during the first year of the school opening regardless of age or grade. In subsequent years, a charter school will report the immunization status of all kindergartners, 7<sup>th</sup> graders, and new entrants through 18 years of age.

Students who are in kindergarten, 7<sup>th</sup> grade, and new entrants through 18 years of age, need to be included on the MCIR/SIRS report.

Students who are 19 years of age or older and enrolled in a charter school need to provide an official immunization record to be placed in the student's file. These students should not be included on the MCIR/SIRS report. The charter school should work with the [Local Health Department](#) to ensure these student records have been entered into MCIR (provider side), as long as FERPA consent has been obtained.

Schools are required to include all reportable students on the IP roster who are currently enrolled, including students who are excluded from school. Students who have been permanently disenrolled from the school should be removed from the IP roster.

## Non-Public or Privately Owned

All non-public or privately owned school programs are also required to report the immunization status of reportable students.

Students who are in kindergarten, 7<sup>th</sup> grade, and new entrants through 18 years of age, need to be included on the MCIR/SIRS report.

Students who are 19 years of age or older and enrolled in a non-public or privately owned school program need to provide an official immunization record to be placed in the student's file. These students should not be included on the MCIR/SIRS report. The non-public or privately owned school programs should work with the [Local Health Department](#) to ensure these student records have been entered into MCIR (provider side), as long as FERPA consent has been obtained.

Schools are required to include all reportable students on the IP roster who are currently enrolled, including students who are temporarily excluded from school. Students who have been permanently disenrolled from the school should be removed from the IP roster.

## Special Education, Alternative, and Adult Education

The special education, alternative, and adult education programs are included in the district that provides the school funding.

Students who are in kindergarten, 7<sup>th</sup> grade, and new entrants through 18 years of age need to be included on the MCIR/SIRS report.

Students who are 19 years of age or older and enrolled in special education, alternative, or adult education programs need to provide an official immunization record to be placed in the student's file. These students should not be included on the MCIR/SIRS report. The special education, alternative, or adult education programs should work with the LHD to ensure these student records have been entered into MCIR (provider side), as long as FERPA consent has been obtained.

Schools are required to include all reportable students on the IP roster who are currently enrolled, including students who are excluded from school. Students who have been permanently disenrolled from the school should be removed from the IP roster.

## Virtual Schools

Virtual schools are required to report the immunization status for all students that are enrolled during the first year of the virtual school opening regardless of age or grade. In subsequent years, the virtual school would report the immunization status of all kindergartners, 7<sup>th</sup> graders, and new entrants, through 18 years of age. All reportable students need to be included on the MCIR/SIRS report. The virtual school will be included in the district that provides the school's funding, whether it is the ISD or other school district.

Students who are 19 years of age or older and enrolled in a virtual school need to provide an official immunization record to be placed in the student's file. These students should not be included on the MCIR/SIRS report. The virtual school should work with the LHD to ensure these student records have been entered into MCIR (provider side), as long as FERPA consent has been obtained.

Schools are required to include all reportable students on the IP roster who are currently enrolled, including students who are excluded from school. Students who have been permanently disenrolled from the school should be removed from the IP roster.

### **Foreign Exchange Students**

Foreign exchange students need to meet Michigan school immunization requirements like any other student when attending a Michigan school district. The [Vaccines Required for School Entry](#) document should be provided to foreign exchange students and their host families prior to the student's arrival in Michigan. It is the responsibility of the host family to act in loco parentis, to meet immunization requirements needed for school entry.

If the foreign exchange student needs an immunization, an appointment can be scheduled at the LHD or a primary care provider office.

In accordance with Michigan law, a host family working on behalf and in accordance with the wishes of the exchange student's parent(s)/legal guardian(s) interested in obtaining a certified nonmedical waiver will need to schedule a waiver education appointment with the LHD. If a foreign exchange student has a true medical contraindication to a school required vaccine, a medical waiver signed by an MD or DO can be obtained.

Foreign exchange students through the age of 18 years are considered new entrants and need to be included on the MCIR/SIRS report.

### **Career/Technical Students**

Career/Technical students will need to meet the same immunization requirements as any other student when admitted into a school district. If the student attends more than one school, it will be the responsibility of the school that the student spends most of the time at to report the student's immunization status.

Example: the student attends high school for 5 hours a day and a career technical center for 3 hours. The high school would be responsible for the immunization reporting of this student.

Students who are new entrants to a career/technical program through the age of 18 years, need to be included on the MCIR/SIRS report.



Students who are 19 years of age or older and enrolled in career/technical programs need to provide an official immunization record to be placed in the student's file. These students should not be included on the MCIR/SIRS report. The virtual school should work with the [Local Health Department](#) to ensure these student records have been entered into MCIR (provider side), as long as FERPA consent has been obtained.

Schools are required to include all reportable students on the IP roster who are currently enrolled, including students who are excluded from school. Students who have been permanently disenrolled from the school should be removed from the IP roster.

## 4. School District Office Requirements

Enforce an exclusion policy for students who do not meet immunization requirements. Excluded students are to remain on the IP roster. However, permanently disenrolled students should be removed from the IP roster.

Only accept MDHHS certified nonmedical waivers issued by a Michigan LHD, or a medical contraindication form signed by an MD or DO.

Communicate and guide school principals with the completion of immunization reporting.

Ensure that all buildings within the district report by the report due dates and meet the required compliance rates.

## 5. Timeline for School Reporters

**January 1 through October 31**

**(Timeline for School Reporters)**

- Students that will be attending DK or kindergarten in the fall should be added to the appropriate IP roster for the upcoming November report period. These students must be marked with a grade of either C=childcare or NG=No Grade and marked as Roundup. MCIR/SIRS will promote students to kindergarten who were added prior to the first Monday in August. Students added after the first Monday in August should be assigned to their current grade.
- Students that will be in 7<sup>th</sup> grade in the fall should be added to the appropriate IP roster for the upcoming November report period. These students must be marked as 6<sup>th</sup> grade. MCIR/SIRS will promote students to 7<sup>th</sup> grade who were added prior to the first Monday in August. Students added after the first Monday in August should be assigned to their current grade.
- Students that are new to a school district as of January 1 should be added to the appropriate IP roster for the upcoming November report period in their current grade.

- Run the MCIR/SIRS Letters to Parents to generate letters for students that are Incomplete. There are three versions available: warning, exclusion, and custom.
- Schools need to follow up with parents or guardians of any incomplete students until compliant.
- Students assigned to the previous February report period may not be deleted from the IP roster until after the first Monday in August.
- A student should not be permitted to enter or attend school unless the minimum school immunization requirements have been met:
  - A certificate of immunization is presented indicating that a minimum of one dose of an immunizing agent against each of the diseases specified by MDHHS has been received.
  - A certified nonmedical waiver issued from the LHD or medical contraindication form for any non-administered vaccine(s) signed by an MD or DO.
- Work with Incomplete students to become compliant.
- Verify that students on the IP roster have valid grades and make necessary corrections. This will be an ongoing duty until the report period is closed.

**By November 1**

**(Timeline for School Reporters)**

The November report is due. The November report period may be closed by the school when the following conditions are met on the IP Status Screen in MCIR/SIRS:

- accurately lists the correct number of reportable students, and
- accurately lists the correct number of waivers, and
- the school has reached at least a 90% compliance rate.

Once the November report period is closed, the school will forward the following information to the LHD:

- Copies of medical contraindication forms, if applicable.
- School Aggregate Report Form, even if there is no data to report.
  - Any student that has additional immunization data that is not in MCIR/SIRS who does not have FERPA consent, will need to be removed from the IP roster and reported on the School Aggregate Report Form.
  - School Aggregate Report Form data may need to be added by the LHD for a school to reach at least a 90% compliance rate. If data is added, the LHD will close the report once completed.
- IP Status Report, if required by the LHD
- Schools are encouraged to print an Alpha List of Students Report (a list of students that are on the IP roster sorted alphabetically by grade).
- If the compliance rate has not reached at least 90% by November 1, contact the LHD to request a possible extension.
- Schools are expected to continue working with noncompliant students until at least a 90% compliance rate has been reached.
- Schools are not able to close the November report period until at least a 90% compliance rate has been reached.

**November 1 through December 31****(Timeline for School Reporters)**

- Students assigned to the November report period will automatically switch to the February report period once the report period is closed.
- Students should not be deleted from the IP roster unless permanently expelled or disenrolled from the school or school district.

**By January 31****(Timeline for School Reporters)**

- Add to the February report period any new student(s) to the district from October 1 through December 31.
- Work with Incomplete students to become compliant.
- Verify that students on the IP roster have valid grades and make necessary corrections. This will be an ongoing duty until the report period is closed.

**On February 1****(Timeline for School Reporters)**

The February report is due. The February report period may be closed by the school when the following conditions are met on the IP Status Screen in MCIR/SIRS:

- accurately lists the correct number of reportable students, and
- accurately lists the correct number of waivers, and
- the school has reached at least a 95% compliance rate.

Once the February report period is closed, the school will forward the following information to the LHD:

- Copies of medical contraindication forms, if applicable.
- School Aggregate Report Form, even if there is no data to report.
  - Any student that has additional immunization data that is not in MCIR/SIRS who does not have FERPA consent, will need to be removed from the IP roster and reported on the School Aggregate Report Form.
  - School Aggregate Report Form data may need to be added by the LHD for a school to reach at least a 95% compliance rate. If data is added, the LHD will close the report once completed.
- IP Status Report, if required by the LHD.
- Schools are encouraged to print an Alpha List of Students Report (a list of students that are on the IP roster sorted alphabetically by grade).
- If the compliance rate has not reached at least 95% by February 1, contact the LHD to request a possible extension.
- Schools are expected to continue working with noncompliant students until at least a 95% compliance rate has been reached.
- Schools are not able to close the February report period until at least a 95% compliance rate has been reached.

## 6. Timeline for Local Health Departments

**By January 31**

**(Timeline for Local Health Departments)**

- LHD will run the Invalid Grades Report and work with schools on necessary corrections. This will be an ongoing duty until the report period is closed.
- LHD will review the MCIR Facility Roster screen frequently to check for delinquent schools, schools which have not reported all applicable grade levels, or appropriate numbers of students for each grade level.
- Superintendents of a district with compliance rates below 95% should be notified and assistance provided as needed to meet the required compliance rate.

**On February 1**

**(Timeline for Local Health Departments)**

The February school report is due. LHDs to receive and review the following information from schools:

- Copies of medical contraindication forms, if applicable.
- School Aggregate Report Form, even if there is no data to report.
  - Enter the aggregate data into MCIR/SIRS. Notify schools of any changes to the compliance rate.
- IP Status Report, if required by the LHD.
- Contact schools with NDRs to verify and add “Zero” as appropriate.
- LHDs should encourage schools to run an Alpha List of Students Report (a list of students that are on the IP roster sorted alphabetically by grade).
- LHDs continue to document contacts with schools not ready to close out the report period. This will be an ongoing duty until the report period is closed for all schools.
- Notify IFR of any schools that have not reported.

**February 1 through March 31**

**(Timeline for Local Health Departments)**

- LHDs are advised to create and distribute informational letters to all schools.

**By March 15**

**(Timeline for Local Health Departments)**

- Close the report period for all schools that have reached at least a 95% compliance rate for the February report period.
- If the due date of March 15 falls on a weekend, the report is due at the close of business on the Friday before March 15.
- Schools below the 95% compliance rate will have the reporting period remain open until 95% is reached. However, a 100% compliance rate should always be the goal.
- Continue with documentation of contacts.
- IP Status Reports must be run no later than March 15 and kept on file for three years.

**By March 31** (Timeline for Local Health Departments)

- Notify IFR of any noncompliant schools after all communication methods to the school have been exhausted. This includes but is not limited to phone calls, emails, fax, in-person visit, and a certified letter from the LHD Health Officer.
- Schools below the 95% compliance rate will have the reporting period remain open until the school or school district reaches at least a 95% compliance rate.

**March 1 through June 30** (Timeline for Local Health Departments)

- Notify MDHHS of any new schools identified in the county.
- Update addresses and contact names for schools.

**On July 1** (Timeline for Local Health Departments)

- School IP roster view displays the next report period.

**On First Monday in August** (Timeline for Local Health Departments)

- MCIR/SIRS promotes all students one grade. Waiver status from previous report year is archived. However, the McKinney-Vento status from the previous report period is deleted.
- Schools that have permanently closed and no longer in operation need to be inactivated in MCIR/SIRS.

**April 1 through September 30** (Timeline for Local Health Departments)

- LHDs should provide MCIR/SIRS trainings for school staff as needed. MCIR/SIRS trainings should be kept on file for three years.

**By October 31** (Timeline for Local Health Departments)

- LHD will run the Invalid Grades Report and work with schools on necessary corrections. This will be an ongoing duty until the report period is closed.
- LHD will review the MCIR/SIRS Facility Roster screen frequently to check for delinquent schools, schools which have not reported all applicable grade levels, or appropriate numbers of students for each grade level.
- Superintendents of a district with compliance rates below 90% should be notified and assistance provided as needed to meet the required compliance rate.

**On November 1** (Timeline for Local Health Departments)

The November report is due. LHDs to receive and review the following information from schools:

- Copies of medical contraindication forms, if applicable.
- School Aggregate Report Form, even if there is no data to report.
  - Enter the aggregate data into MCIR/SIRS. Notify schools of any changes to the compliance rate.

- IP Status Report, if required by the LHD.
- Contact schools with NDRs to verify and add “Zero” as appropriate.
- LHDs should encourage schools to run an Alpha List of Students Report (a list of students that are on the IP roster sorted alphabetically by grade).
- LHDs continue to document contacts with schools not ready to close the reporting period. This will be an ongoing duty until the report period is closed for all schools.
- Notify IFR of any schools that have not reported.

#### **By December 15**

**(Timeline for Local Health Departments)**

- Close the report period for all schools that have reached at least a 90% compliance rate for the November report period.
- If the due date of December 15 falls on a weekend, the report is due at the close of business on the Friday before December 15.
- Schools below the 90% compliance rate will have the reporting period remain open until December 31. Continue to work with these schools to achieve at least a 90% compliance rate. However, a 100% compliance rate should always be the goal.
- Continue with documentation of contacts with schools.
- IP Status Reports must be run no later than December 15 and kept on file for three years.

#### **By December 31**

**(Timeline for Local Health Departments)**

- LHDs will work with MDHHS to close the report period for all schools for the November report period regardless of the reported compliance rate.
- Notify IFR of any noncompliant schools after all communication methods to the school have been exhausted. This includes but is not limited to phone calls, emails, fax, in-person visit, and a certified letter from the LHD Health Officer.

#### **Ongoing Duties**

**(Timeline for Local Health Departments)**

- Update MCIR/SIRS News Screens at least quarterly or as needed.
- By June 1 of each year, notify MDHHS if there are any new schools in the jurisdiction that do not appear on the MCIR/SIRS listing. Addresses and contact names for schools should be updated.
- Assist schools with enrollment in MCIR/SIRS.

## **7. Timeline for MDHHS**

#### **By January 31**

**(Timeline for MDHHS)**

- Review and revise the School Cover Letter and obtain signatures of the MDHHS and Education directors.
- Review and revise all forms for the upcoming reporting period.

**April 1 through July 31** (Timeline for MDHHS)

- Post updated documents to [www.mcir.org](http://www.mcir.org) website.
- All data from the previous reporting year will become permanent and can no longer be edited as of July 31.

**On the First Monday in August** (Timeline for MDHHS)

- All students in MCIR/SIRS will be promoted to the next grade level.
- Roundup students will be promoted to grade K.
- Waivers will be archived in MCIR and MCIR/SIRS.

**August 1 through March 31** (Timeline for MDHHS)

- Provide annual MCIR/SIRS update for LHDs and schools as needed on immunization reporting requirements.
- Review MCIR/SIRS IP-100 county data for accuracy and completeness.
- Official IP Status Reports showing compliance rates and delinquent schools for each county will be run and kept on file.
  - The IP Status Report for the November report period will be run on December 15.
  - The IP Status Report for the February report period will be run on March 15.

**By December 31** (Timeline for MDHHS)

- Statewide assessment due from MDHHS to MDE. All school districts not meeting the 90% compliance rate are reported to MDE. MDHHS furnishes a list of non-reporting schools to MDE.

**By March 31** (Timeline for MDHHS)

- Statewide assessment due from MDHHS to MDE. All school districts not meeting the 95% compliance rate are reported to MDE. MDHHS furnishes a list of non-reporting schools to MDE.

**On April 15** (Timeline for MDHHS)

- After MDE follow up, furnish a list of non-responding school buildings to the Attorney General's Office for possible investigation.

**Ongoing** (Timeline for MDHHS)

- Train LHD IAP on how to collect, report, and review the required school data.
- Serve as a resource for MCIR/SIRS inquires.
- Collaborate and share communications with MDE.

## 8. MCIR/SIRS Immunization Status

**Complete:** Student has received all school required vaccines.

**Provisional:** Student is in a dose waiting period. Specific time periods are used to determine provisional status, after which the student will be assessed as incomplete.

**Incomplete:** Student has not received all school required vaccines and student has passed the dose waiting period without receiving these additional vaccines.

**Waivered:** Waivers are recorded by individual vaccine, as R=Religious, M=Medical or O=Other. A student who has a certified nonmedical waiver for any or all vaccines is considered waived unless the student is incomplete for one of the non-waivered vaccines. In this case the student would be considered incomplete.

## 9. Additional Resources and Information

### MCIR Forms

- [www.mcir.org](http://www.mcir.org) - Forms  
A comprehensive resource for all school forms for MCIR.
- [Request to Change School or Childcare Site Administrator in MCIR](#)  
Fax or scan completed documents to the MDHHS MCIR Help Desk:
  - fax number 517-763-0370
  - emailed as a PDF to [mdhhs-mcirhelp@michigan.gov](mailto:mdhhs-mcirhelp@michigan.gov)
- [School Site MCIR Usage Agreement](#)  
Fax or scan completed documents to the MDHHS MCIR Help Desk:
  - fax number 517-763-0370
  - emailed as a PDF to [mdhhs-mcirhelp@michigan.gov](mailto:mdhhs-mcirhelp@michigan.gov)
- [Petition to Modify MCIR Data](#)  
For use in modifying date of birth, eradicate errors in a name, or correct immunization dates.
- [Patient/Parent/Legal Guardian Request to Change Information](#)  
For use in legal name changes (adoption).

### Aggregate Data Reporting Resources

- [School Aggregate Report Form](#)
- [School Aggregate Report Form Tip Sheet](#)
- [LHD Instructions for Adding Aggregate Data](#)

### Supplemental Guidance for School Reporting

- [School and Childcare Manual](#)



