

MARSD Immunization Compliance Punch List for Influenza (Preschool only)

#	Date	Task	Comp.
0	Month of June for existing students or August for new students	Review Immunization documentation provided by parents at registration. Nurse notifies parents and Principal of any missing documentation. <ul style="list-style-type: none"> ● Phone call ● Email Principal notifies parent that student may not begin school until all immunization documents are submitted and approved by the nurse. <ul style="list-style-type: none"> ● Phone call ● Email 	
1	September 7	Flu Immunization Requirement Notification Sent by Building Principal <ul style="list-style-type: none"> ● Phone Call ● E-mail ● Text Message ● Posted on Website 	
2	October 15	Nurse contacts parents to serve as a reminder of Immunization Requirement. Communication is recorded. <ul style="list-style-type: none"> ● Notice sent home via USPS and bookbag by nurse 	
3	November 15	Nurse contacts parents to serve as a reminder of Immunization Requirement. Communication is recorded. <ul style="list-style-type: none"> ● Phone call ● Email ● Flyer sent home 	
4	December 1	Principal notifies parents of impending exclusion <ul style="list-style-type: none"> ● Email ● Letter 	
5	December 15	Nurse contacts parents. Communication is recorded. <ul style="list-style-type: none"> ● Phone call until parent is reached 	
6	January 2	Principal notifies parent that student is excluded from school.	