

What is the definition of “in process?”

In-Process means the pupil has been **immunized against mumps, rubeola, rubella, and chicken pox**, and if the pupil has **not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal disease**, the pupil has received **at least the first dose** of the immunization sequence, and presents written evidence to the pupil’s building principal or chief administrative officer of each subsequent dose required to obtain [immunization at the intervals prescribed by the director of health](#) ([Ohio Revised Code 3313.671](#)).

Where can I find the minimum spacing between doses for students “in process?”

The [Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger](#), or the [Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than One Month Behind](#), as published by the Centers for Disease Control and Prevention’s (CDC) Advisory Committee on Immunization Practices provides recommended ages, minimum ages, recommended and minimal intervals.

What exemptions are allowed in Ohio?

Medical exemption: A student whose physician certifies in writing that such immunization against any disease is medically contraindicated ([Ohio Revised Code 3313.671](#)).

Reason of conscience or religious exemption: A student who presents a written statement from the pupil’s parent or guardian in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions ([Ohio Revised Code 3313.671](#)).

If a student is incomplete with no exemptions and is not “in process,” how long can they remain in school?

Students who do not meet the full requirements, do not provide proof of immunizations, do not have an immunization exemption, or who are not in-process, are **not permitted to remain in school for more than 14 days**. For additional information please refer to [Ohio Revised Code 3313.671](#).

What is the definition of “new pupil”?

Transfer students entering your school(s) during the year must be reviewed for immunization compliance. The immunization requirements are to be enforced throughout the school year.

New to the district/system examples:

- Student changed from a private system to a public-school system. The pupil changed districts but was still in the same geographic area.
- Student moved from a public district to a private system (or vice versa).
- Student moved from one private system to another private system but was still in the same city or geographic area.
- Student moved to a new public-school district.

I have a student who is not up to date with all required vaccines, but states they have a doctor’s appointment coming up soon. How should I mark them in the report?

If this student is missing at least one required dose with no exemption on file and is **not in process**, then the student should be considered non-compliant. They should be reported as **incomplete-missing at least one dose**.

A student’s record shows a history of chicken pox -- how do I report them to ODH?

A parent, legal guardian, or doctor’s written statement that a child has already had **measles, mumps, and varicella** is acceptable in place of vaccination records ([Director’s Journal](#)).

These pupils would be counted as **complete** in your summary report.

Do I need to include foreign exchange students in my report?

Yes. Even if the student is only going to be in the U.S. for part of the school year, the same requirements apply.

We have a new student but are still waiting for the immunization record. Do I include this student in my report? How should the student be ‘counted’?

Yes, if the student is currently enrolled at the school, they should be included in your report. If the student does not have an immunization record on file, the student should be counted as **incomplete-no immunization record on file**.

What if a student is home-schooled and doesn’t come to classes on campus?

If the student is currently enrolled in the school, the student should be included in your report.

What about a student who only takes college classes?

If the student is currently enrolled in the school, the student should be included in your report.

Which school should report a student if they go to a joint vocational school?

A student should only be included in one report. The home school and the joint vocational school should determine who will report the student.

A student is on a delayed immunization schedule but doesn’t have an exemption on file from a parent. How should I include them in my report?

If the student has immunization dates that exceed the minimum intervals between doses and has no exemption on file, the student is incomplete-missing at least one dose. Delayed schedules are **not** counted as in-process and do not meet the definitions in the [Director’s Journal](#). All vaccines should be administered according to the [Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger](#), or the [Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than One Month Behind](#).

A student has an immunization appointment next week to receive the doses they are missing. How should I include them in my report?

If the student has immunization dates that exceed the minimum intervals between doses and has no exemption on file, the student is incomplete-missing at least one dose. Appointments are **not** counted as in-process and do not meet the definitions in the [Director’s Journal](#). All vaccines should be administered according to the [Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger](#), or the [Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than One Month Behind](#).

A student has an exemption for varicella but is also incomplete for MMR. How should I include them in my report?

If a student has both a valid exemption on file and a missing dose, you will include the student in the exempt count on your summary report. However, you should still follow up with the missing dose.

What if the vaccine dose is considered invalid?

If an invalid dose was given, administer the next dose after waiting the minimum interval from the invalid dose and after reaching the minimum age requirement.

What if I can’t see my school in the drop-down menu on the online reporting form?

Search separately by both **ZIP code** and **Information Retrieval Number (IRN)**. If your school recently changed names, you may need to look under the former name.

If you are still unable to find your school, you can add it by clicking on the **Add School** button. You will be required to enter **IRN, address, city, and zip code**.

Once you click **Save**, you will be directed back to the search screen, and you will have to search again by either zip code or IRN.

What if my address, IRN, or other school contact information is not correct?

If your school name is incorrect, but the IRN number and other identifying information (i.e., address) is correct, **report online**.

If all your information is incorrect, **create a new school**.

Why won't the computer let me submit my report?

If you click **Submit** and are not directed to the **confirmation page**, it means either you have **not completed all the required fields** or that the **information entered violates the math checks**.

Once all the required fields are completed and the math checks are correct, you will be able to submit the form.

Note:

- All of the numeric fields are required. If your school does not have any students that fall into that category, you should enter "0".
- All fields that are a sub-category (e.g., vaccine specific exemptions, reasons for not complete status, in process, etc.) must be less than or equal to the main category they fall under.

How do I change a report once I submit it?

You will not be able to change any information in your report once it is submitted. You must contact the ODH Immunization Program to make any changes. You can contact the Immunization Program by phone 1-800-282-0546 or email at Immunize@odh.ohio.gov.

How do I print out a summary of the information I entered?

You can print out a summary of the information you submitted to ODH for your records by doing the following:

1. Go to the main reporting page.
2. Find your school (either IRN or ZIP code).
3. Select report type (e.g. kindergarten, grades 1-12, etc.).
4. Click **Continue**.
5. You will be directed to the completed reporting page for your school which can be printed for your records.

How do I know if I submitted my report?

Once a form is completed, there are two options, **Save** or **Submit**.

If you click on **Save**, the information you have entered is saved, but the form is not yet submitted. You will be able to go back in and edit information you have entered.

If you click on **Submit**, you will be taken to a screen confirming the report has been submitted.

There is a **Print** button you can use to print the confirmation of your records. This confirmation screen will only appear once.

If you are unable to print or access the confirmation screen, please contact the ODH Immunization Program by phone 1-800-282-0546 or email at Immunize@odh.ohio.gov.

It looks like someone reported information for my school already. How can I report the correct information?

If your report was completed by another school by accident, please contact the ODH Immunization Program and request to change this information. You can contact the Immunization Program by phone 1-800-282-0546 or email at Immunize@odh.ohio.gov.

I entered data on the wrong school, how do I change this?

If you reported information for the wrong school, please contact the ODH Immunization Program (1-800-282-0546 or email at Immunize@odh.ohio.gov) to report this error. Please complete another report for the correct school.