

2025-2026 Instructions and Worksheet

To be used to assist in preparing the required:
**Summary Report on the Immunization Status of Incoming
12th Graders in Your School**



**Department of
Health**

Instructions

Use this worksheet to help you fill out your annual immunization survey. **DO NOT RETURN** the worksheet to the Ohio Department of Health (ODH). ODH only collects aggregated school data. **DO NOT** report individual names of students to assure the Family Educational Rights and Privacy Act (FERPA) requirements are followed.

ODH has developed an online reporting process for schools to document immunization levels for kindergarten, seventh grade, 12th grade, and new pupils in grades first through sixth and eighth through 11th.

The online reporting tool can be accessed at <http://schoolreporting.odh.ohio.gov>.

Reporting Overview

[Ohio Revised Code section 3313.67](#) requires that schools report the immunization status of students **by Oct. 15 of each year**. Each school or portion of a school that has its own [Information Retrieval Number \(IRN\)](#) must submit a separate report for all applicable grades.

Immunization Requirements for School Attendance in Ohio

Minimum immunization requirements, including doses and minimum intervals can be found in the [Director's Journal](#). Schools can find additional resources, such as the [School Immunization Summary](#), on the [Ohio Department of Health \(ODH\) Immunization program](#) webpage.

Vaccine should be administered according to the most recent versions of 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.

Documentation

Student immunizations must be documented with the specific **month, day, and year** of vaccine administration for each dose of each vaccine received.

- Blanket statements that all immunizations are "up to date" or "valid" **do not meet** state documentation requirements.
- "At hospital" or "at birth" **is not acceptable** for Hep B birth dose.

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If you have any questions, please call the ODH Immunization Program at **1-800-282-0546**.

Exemption Line List (12th Grade)

Exemption Definition

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, including Religious Convictions: A student who presents a written statement of 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](#)).

	List the pupils with an exemption on file and indicate with a check the vaccines for which he/she has an exemption	Type of exemption (Medical or Reason of Conscience or Religious Objection)	Meningococcal (MCV4)
	(E. & F.)		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
Totals:			

Pupils Not Complete Line List (12th Grade)

	List the pupils NOT complete with NO exemption on File	Immunization Record NOT on File	OR Record on file indicates	Need Meningococcal (MCV4)
	G.	H.		I.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
	Totals:	H.		I.

Please copy the totals in each column into the corresponding boxes on the accompanying **SUMMARY SHEET**.

Please keep this worksheet for your records and follow-up with pupils not in compliance with immunization requirements for school entry.

2025-2026 SUMMARY REPORT ON THE IMMUNIZATION STATUS OF INCOMING 12TH GRADERS IN YOUR SCHOOL

Date _____ Name of District (if applicable): _____ ☐ Public ☐ Private
 Name of School: _____ Address: _____
 City and ZIP: _____ IRN Number: _____
 County: _____ Grades in this report: 12th
 Name of Person Compiling Report: _____ Telephone: _____
 Email: _____ Title of Person Compiling Report: _____

Include all 12th graders on this form.

Note: The answer for each box below must be a number (no checkmarks, etc.).

Enter the number of ALL pupils enrolled in 12th grade in your school:	A.	
Enter the number of pupils from box "A" that meet the 12th- grade meningococcal vaccine requirement: <ul style="list-style-type: none"> A second dose is required before entry into 12th grade. Exception: if the first dose was administered after age 16, a second dose is not required. 	B.	
Of the students who met the 12th-grade meningococcal vaccine requirement (box B):	C.	
Enter the number of pupils that had two or more doses of meningococcal vaccine:	D.	
Enter the number of pupils that only have one dose of meningococcal vaccine (first dose after age 16):		
Math Check: Do boxes C + D = B? They must add up to ensure all students are accounted for.		

EXEMPTIONS:

Number of pupils from box "A" **WHO HAVE A MEDICAL CONTRAINDICATION ON FILE:**

A physician or Certified Nurse Practitioner's signed statement, kept as part of the enrollee's records, is required.

C.

Number of pupils from box "A" **WHO HAVE A REASON OF CONSCIENCE/RELIGIOUS OBJECTION ON FILE:**

A written statement, signed by a parent/guardian, stating the objection, must be on file as part of the enrollee's records.

D.

Total number of pupils that fall into these categories (NOT DOSES):

Number of pupils from box "A" **NOT** complete and have **NO** exemption on file*

**R
E
A
S
O
N**

Record not
on file

OR
Record on
file indicates

Need
Meningococcal vaccine

I.

J.

T.

*Include students "in process" but do NOT include pupils counted in boxes C or D above.

Indicate below the number of pupils listed in boxes who are considered to be "in process." "In process" status applies to students who have not completed a required series of vaccines but have at least one dose and are waiting the minimum spacing between doses to complete the series.

II.) Total number in process (Meningococcal): _____

Math Check: Do boxes B+E+F+G = A? They must add up to ensure all students are accounted for.

Transfer all totals to the online reporting tool and submit your summaries by October 15.

Submit reports through the online tool at:
<http://schoolreporting.odh.ohio.gov>.

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