

May 24, 2021

Dear School Principal and/or School Health Official,

South Dakota state law (SDCL 13-28-7.1) requires that any pupil entering school be adequately immunized against certain communicable diseases. This includes enrolled students who are distance learning. **Schools should not admit any student who has not submitted acceptable evidence of having received, or of being in the process of receiving, the immunizations required by law.**

Enclosed in this document you will find instructions for submitting 2021-2022 kindergarten, 6th grade and transfer student immunization records to the South Dakota Department of Health (SDDOH) through a designated Community Health Nurse.

The SDDOH maintains responsibility for auditing the immunization records submitted by schools. Immunization records are a requirement of accreditation.

You will be contacted by a Community Health Nurse in August to offer advice and assistance regarding where to send your completed rosters and certificates.

As a result of COVID-19, we are seeing a decrease in child immunizations. We need to work together to increase the rates and prevent vaccine-preventable outbreaks. Please encourage parents to resume their children's vaccinations and keep them up to date.

We appreciate your cooperation and thank you in advance for your efforts to ensure South Dakota's children are adequately immunized. Have a wonderful school year!



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**Instructions for Submitting Immunization Records for
Kindergarten, 6th Grade, and Transfer Students
to the South Dakota Department of Health**

There are two options available to submit immunization records:

OPTION 1

Using the SD Immunization Information System (SDIIS) (Preferred):

1. Utilize SDIIS to verify immunization.
2. [Kindergarten](#) and [6th grade](#) will each require a separate roster. Arrange rosters and immunization certificates alphabetically; combine if more than one class. Click the links to download the roster and fax or email a copy to your assigned Community Health Nurse.

Enter child's name, date of birth, and indicate the type of immunization record used.

Note: It is unnecessary to print a hard copy of the immunization record from SDIIS.

3. **Religious and Medical Exemptions** need a **CURRENT Certificate of Immunization (Revised 05/2020)** completed and signed by a parent (religious exemption) or by a physician (medical exemption).
4. As an *alternative* to the religious exemption requirement a parent signature on the Certificate of Immunization, the child may present:
 - A written statement signed by one parent or guardian that the child is adherent to a religious doctrine whose teachings are opposed to such immunization.

Please confirm that the child's name, date of birth, school, county, grade, parent's name, address, phone number and date signed are included on the statement.
5. Rosters with **COMPLETE** information should be sent to your assigned Community Health Nurse no later than **Nov. 1st, 2021**.

Sample Roster:

Kennedy Elementary	Kindergarten	2021-22	Hughes County
Name of Student	DOB	SDIIS	<i>Certificate of Immunization</i>
Jones, Adam	01/01/2016	yes	
Johnson, Heather	01/01/2016	no	attached (religious exemption)
Smith, Isabella	04/01/2016	yes	attached (medical exemption)

OPTION 2

Using the Certificate of Immunization form: (Hard Copy/Triplicate Form):

1. Order Certificate of Immunization form from misty.pickner@state.sd.us.
 - Must use current version ([Revised 05/2020](#)).
2. Follow the guidance on the back of the certificate of immunization form outlining the required immunizations.
3. [Kindergarten](#) and [6th grade](#) will each require a separate roster. Arrange rosters and immunization certificates alphabetically; combine if more than one class. Click the links to download the roster and fax or email a copy to your assigned Community Health Nurse.

Enter child's name, date of birth, and indicate the type of immunization record used.

Note: It is unnecessary to print a hard copy of the immunization record from SDIIS.

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4. Complete **all** demographics on the certificate of immunization form.
5. All immunizations must be documented with a complete date corresponding to the correct vaccine type:
 - i.e. MMR: month/date/year
6. If the child has a history of chicken pox, parents must sign and date in the designated box on the certificate of immunization form.
7. Records need to be signed by the designated school health authority.
 - Note: It is permissible for a school secretary or a principal to sign.
8. **Medical exemption** is signed by the student's doctor. *****Signature from a Nurse Practitioner, Physician's Assistant, or Chiropractor WILL NOT be accepted.**
9. **Religious exemption** is signed by the parent. If certification of an immunization form is not available, a parent may submit:
 - A written statement signed by one parent or guardian that the child is adherent to a religious doctrine whose teachings are opposed to such immunization.
Please confirm that the child's name, date of birth, county, school, grade, parent's name, address, phone number and date signed are included on the statement.
10. Philosophical exemptions/personal exemptions are **NOT** permissible under South Dakota law.
11. Rosters with **COMPLETE** information should be sent to your assigned Community Health Nurse no later than **Nov. 1st, 2021**.

Transfer Students:

1. Transfer students are defined as students entering a South Dakota school for the first time.
 - i.e. A child moving to South Dakota from Iowa or a child previously home-schooled and now entering a South Dakota school.
2. Transfer students' immunization records need to be submitted with same guidelines for kindergarten and 6th-grade students.

Pre-Kindergarten Students or Jr Kindergarten Students

1. Please **do not** send records for students in these classes to the Department of Health.
2. Collect immunization records for each student and hold in the student's file until they enter Kindergarten the next fall.
 - Note: If a child moves from Pre-K directly to first grade, they are considered a transfer student.

Please contact Carol Chalcraft at Carol.Chalcraft@state.sd.us or 605-773-2664 with any questions. I appreciate your hard work and efforts to ensure compliance with South Dakota's school immunization entry requirements.