This document describes how to sort each child into an online reporting category (not for initial screening for admission). Information for this report must be obtained from the blue California School Immunization Record (Blue Card-PM286) or electronic equivalent.

**Reporting Tools:**

- California Guide to Immunizations Required [Child Care/ Preschool](#)
- [Worksheet](#)
- [Frequently Asked Questions](#)

**Look at each child’s Blue Card**

Look at the lower right hand corner of the Blue Card and review each student’s “II. Status of Requirements”. Letters A through E roughly match the letters on the Blue Card.

Determine the immunization status for each child **one by one**, by placing each Blue Card in the appropriate group. Alternatively, you can stack the Blue Cards into 2 separate piles: “All Required Vaccines” and “Missing Doses”. Later we’ll sort children “Missing Doses” into their 6 separate piles (B, C, D, E, F or G) that describe why they are missing immunizations.

**Group into Reporting Status**

For reporting purposes, mark each child in a **single** group. Most students have “All Required Vaccines” and will fall into pile A. Students should be counted in categories B-G **only** if the student is missing immunizations. The “Others” (F) and “Overdue” (G) categories were added in compliance with SB277 and for consistency with the Blue Card. For children who have not received All Required Vaccines, mark the missing vaccine(s) using the [worksheet](#).
Account for each student in one of the categories below:

**Only report for children who are preschool aged: 2-5 years**

**UNCONDITIONAL ADMISSION:**

Requirements Met

1. **All Required Vaccines (A)**
   - Students who are immunized with all required doses have a single check in A under the "II. Status of Requirements" section of the Blue Card.
   - Include students who have fulfilled requirements by proof of disease such as chickenpox/varicella.

   Requirements Met, But Missing Doses

2. **PBE- Personal Belief Exemption (E)**
   - Only select child care enrollees who filed a PBE prior to Jan 1, 2016.

3. **PME- Permanent Medical Exemption (C)**
   - Submits a licensed physician's written statement of a permanent medical exemption for missing shot(s) and immunization records with dates for all required shots not exempted.

**Others:**
- Preschools may contact their authorized local educational agency (LEA) for additional information about these categories.
- Only use if students DO NOT HAVE "All Required Vaccines" a temporary medical exemption (TME) or conditional admission & WHO ARE:
  F1. Accessing special education or related services required by his or her individualized education program (IEP) or individualized family service plan (IFSP).

**CONDITIONAL ADMISSION, NEED FOLLOW-UP:**

1. **Conditional Entrant (B)**
   - If a child is missing a dose(s) in a series but no immunizations are currently due
   - Homeless, transfers and foster students counted here if still in the process of meeting requirements/ waiting for records
     - If students do not have records, count the student as missing all doses
   - Note: This year, temporary medical exemptions (TMEs) have their own reporting group, D. Remember; a child can only belong in one group.

2. **TME- Temporary Medical Exemption (D)**
   - Has a TME to certain vaccine(s) and has submitted immunization records for vaccines not exempted.
   - The statement must indicate which immunization(s) must be postponed and when the child can be immunized.
   - For reporting, children in this group should **not** be counted as conditional (B).

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Note for children meeting criteria of multiple categories:
- If a student has an exemption and is also a conditional entrant, please report the student as having the exemption only.
- If a student has a PME and a PBE, report the student as having a PBE only.
- Only place a child in F1 if the child does not fit in any other category.
- Email [SchoolAssessments@cdph.ca.gov](mailto:SchoolAssessments@cdph.ca.gov) with difficult reporting cases.
REQUIREMENTS NOT MET, MISSING DOSES, NEED FOLLOW-UP:

- Overdue - Enrolled but Not Attending (G)
  - Requirements not met, missing doses, subject to exclusion.
- Missing Doses by Vaccine
  - Count the total of all children who do not have All Required Vaccines.
    - Please include all children not fully vaccinated and missing doses.
  - Use the worksheet to tally the total number of children (B, C, D, E, F, and G) that are missing Polio, DTP, MMR, HepB, Varicella, and HIB.

Submit Report Online

http://reporting.shotsforschool.org/CC/Login.aspx

To log-in, confirm your Child Care Center DSS Facility Number.

Please speak with your site administrator to obtain, or you may search through the Department of Social Services - Facility Search.

Once you login and confirm your 1) Facility Information and 2) Contact Information you may begin submitting your report.

Sample Report Screen

Total Number of Children: 

Report on ages 2-5 years

Account for each student in one of the categories below.

UNCONDITIONAL ADMISSION:

Requirements Met

- All required immunizations

Requirements Met, But Missing Doses

- Personal Belief Exemption
- Permanent Medical Exemption
- IEP Services

Missing Doses By Vaccine

Students are missing doses.

Please indicate the total number of students missing each vaccine:

- Polio
- HepB
- DTP
- Varicella
- MMR
- HIB

Conditional Admission, Need Follow-up:

- Conditional Entrant
- Temporary Medical Exemption

Requirements Not Met, Missing Doses, Need Follow-up:

- Overdue