

How do I fill out the Utah School Immunization Record (USIR)?

Did you know...?

School & childcare student files must have a USIR.

Every Utah school and early childhood program student file **MUST** have a USIR (UT Admin Code R396-100-4). If the USIR is kept in an electronic form it must be up-to-date with the most current immunization information, any required documents (see 3 & 4 below), and have all the required signatures.

A list of students' immunization statuses must be kept.

You must maintain a current list of all enrolled students' immunization statuses including students conditionally enrolled, extended conditionally enrolled, out of compliance, with a history of disease, and students who are exempt from receiving the required vaccines (UT Admin Code R396-100-4 [3a]).

Participating USIIS users can print out auto-filled USIRs.

Two of the main sections, 'Student Information' and 'Vaccine Information' will be automatically filled in on the USIR when printed by a participating USIIS user. To access forms on USIIS go to apps.usiis.org and click on USIIS Immunize. To print out blank forms go to immunize.utah.gov/order-educational-materials.

For compliance ensure all required fields in sections 1-5 are complete.

1. **Student Information:** Every USIR needs to have the student's name, gender, date of birth, and name of a parent/guardian to be considered a complete record. Write in any information that is missing.

*NOTE - USIIS ID, PIN, and Student ID Number are not required fields for facilities not enrolled in USIIS.

2. **Vaccine Information:** All required immunizations must be included on the USIR. If there are missing doses on the USIR, but proof of the shots are in the student's file, their USIR will still be considered noncompliant for documentation. The USIR is the official school record. Immunization histories, yellow cards, and other doctor forms are supportive documents.

*NOTE - Due Date is not a required field for facilities not enrolled in USIIS and Status is only a required field if they are claiming an immunity (see 4 below).

3. **Exemptions:** Fill in the exemption column with the type of exemption "Religious, Personal, or Medical" if the student has an exemption. The completion of the online immunization education module at immunize.utah.gov or an in-person consultation at a local health department must be done for ALL types of exemptions. Attach a copy of the exemption form to the back of the USIR. For a medical exemption, a written notice signed by a licensed health care provider must also be attached. For more specifics on exemptions refer the Utah Immunization Guidebook at immunize.utah.gov.
4. **Proof of Immunity:** Fill in the status column with "Immunity" for a claim that a child has immunity against a disease which requires vaccination due to previously contracting the disease. Attach the required document signed by a health care provider to the USIR. For more specifics on proof of immunity refer the Utah Immunization Guidebook at immunize.utah.gov.
5. **Record Source, Signature & Date:** Every USIR needs to be signed and dated. This is the signature of the school personnel or health personnel who verified the USIR against the record source. Indicate whether the immunization record information was obtained from a statewide registry (e.g., USIIS), the student's former school, and/or the legally responsible individual of the student such as a parents. A USIR without a signature, date, and/or record source is considered an incomplete record.
6. **USIR Version:** The USIR is periodically updated. At enrollment each student in Kindergarten and 7th grade or any existing student that receives a required vaccine not on their older USIR version must have the most current USIR version. The latest version can be found on the Utah Immunization Program website at immunize.utah.gov/order-educational-materials. Auto filled forms from USIIS (available to USIIS users) will be the most current version.

The form is titled "UTAH SCHOOL IMMUNIZATION RECORD" and includes the Utah Department of Health logo. It contains several sections: "Student Information" (1), "Vaccine Information" (2), "Exemptions" (3), "Status" (4), "Record Source" (5), and "Signature & Date" (6). A table lists various vaccines and their due dates. The form also includes checkboxes for record source and a signature line.

VACCINE	Record the month, day, & year for each vaccine dose was given.					Status	Due Date	Exemption
	1 st	2 nd	3 rd	4 th	5 th			
DTaP, DTP, DT, Td, Tdap (Diphtheria, Tetanus, Pertussis, acellular Diphtheria)								
Tdap								
Polio (IPV or OPV)								
Haemophilus influenzae type b (Hib)								
Pneumococcal								
Measles, Mumps, and Rubella (MMR) 1 st dose must be received on or after the 1 st birthday								
Hepatitis B (HBV)								
Varicella (Chickenpox) 1 st dose must be received on or after the 1 st birthday								
Hepatitis A (HAV) 1 st dose must be received on or after the 1 st birthday								
Meningococcal Conjugate (ACWY)								

For more information, visit immunize.utah.gov or call 801-538-9450.