



# Georgia Immunization Requirements for School and Childcare Attendance

Adapted from Georgia Department of Public Health (DPH)



# Financial Disclosure

None of the planners for this activity have any relevant financial relationship(s) to disclose with ineligible companies.

# Immunization Requirements for School and Childcare Attendance



# School and Childcare Assessment Goal

- Vaccines work
- Immunization laws work
- Partnerships work



# School and Childcare Requirements

- Georgia law requires children attending a school or childcare facility to be protected from certain vaccine-preventable diseases.
- The Official Code of Georgia (§ 20-2-771) states, “No child shall be admitted to or attend any school or facility in this state unless the child shall first have submitted a certificate of immunization to the responsible official of the school or facility.”
- The immunization requirements for school and childcare facility attendance are outlined in the Georgia Certificate of Immunization (Form 3231) and the Policy Guides 3231INS and 3231REQ.
  - Childcare facility operators, school personnel, healthcare providers and parents are responsible for seeing that these rules and laws are enforced.

# Requirements for Physicians and Public Health Clinics

- Know the current legal requirements for attendance and accurately complete the Form 3231
- Administer immunizations according to the current CDC Recommended Childhood and Adolescent Immunization Schedule
- Report the occurrence of any diseases listed on the “Notifiable Disease List”
- Report any adverse event following the administration of a vaccine to VAERS

# School and Childcare Requirements

- The immunization records of children enrolled in Head Start programs, pre-kindergarten programs and childcare facilities will be assessed by public health at least once a year.
- Public health or school officials will perform an assessment of kindergarten, 7th and 11th grade immunization records at least once a year.

# Requirements for Schools and Childcare Facilities

- Review the immunization certificates for validity prior to accepting
- Develop a system for immunization certificate management
- Have immunization certificates available for inspection and audit by health officials
- Report the occurrence of any disease listed on the “Notifiable Disease List”



# Tickler Filing System

- Set up by month and year
- Parent reminders
- Summary of GA immunization requirements
- Document follow-up
- Enforce requirements

# Filing of Immunization Certificates

- Certificates must be placed in a binder with a current roster of the students.
- Roster must be sorted A-Z by legal last name, followed by legal first name, and date of birth. This information must match the immunization certificate.
- File the certificates A-Z by last name
- Send a copy of the certificate to the new school/facility



# Immunization Certificates

Form 3231 and Form 2208

CLINICS  
COMMUNITY HEALTH  
EPIDEMIOLOGY  
ENVIRONMENTAL  
HEALTH  
EMERGENCY  
PREPAREDNESS

## CERTIFICATE OF IMMUNIZATION

Child's Name (Last name, First name)

Birthdate

(Optional) Parent/Guardian Name (Last name, First name)

Unless specifically exempted by law, Georgia law (O.C.G.A. § 20-2-771) requires a certificate on file for each child in attendance in any school or child care facility in Georgia with penalties for failure to comply. Detailed instructions for this form and immunization requirements by age are spelled out in policy guides 3231INS and 3231REQ distributed by the Georgia Immunization Office.

Date of Expiration

(Not required immunization or review of medical exemption due.)

(Fill in X)

## Complete For K through 6th Grade

Child must be >= 4 years and have met all requirements for school attendance.

(Fill in X)

## Complete For 7th through 10th Grade

Fulfills requirements K through 6th grade AND must have Tdap and MCV4 administered.

(Fill in X)

## Complete For 11th Grade and higher

Fulfills requirements K through 10th grade AND must have MCV4 booster dose administered on or after 16th birthday.

VACCINE	DATE MM DD YY	DATE MM DD YY	DATE MM DD YY	DATE MM DD YY	DATE MM DD YY	DATE MM DD YY	Total Doses	Diagnosed	Serology+	History	Med. Exemption
Required Vaccines for School or Child Care Attendance											
DTP,DTaP,DT,Td							0				
Polio							0				
Hepatitis B							0				
Tdap							0				
MCV4							0				
HIB							0				
(Under Age 5)							0				
PCV							0				
(Under Age 5)							0				
Measles							0				
Mumps							0				
Rubella							0				
Hepatitis A							0				
(Born on/after 1/1/96)							0				
Varicella							0				
Recommended Vaccines (For Information Only)											
Rotavirus							0				
HPV							0				
Influenza							0				
Td (booster)							0				
Men-B							0				

## Notes:

A licensed Georgia physician, Advanced Practice Registered Nurse, Physician Assistant, qualified employee of a local Board of Health or the State Immunization Office is responsible for the content of this certificate. All dates must include month, day and year. In cases of natural immunity or Medical Exemption, the 4 digit year of infection, test or exemption must be filled in the appropriate box(es).

The certificate is NOT valid without name and birthdate of the child, date of expiration OR "X" in Complete for School Attendance box, legible name and address of the physician, Advanced Practice Registered Nurse, Physician Assistant or health department, certified by signature and a date of issue.

A school or facility official is responsible for keeping a current valid certificate on file for each child in attendance. A certificate must be replaced within 30 days after expiration. When a child leaves or transfers to another facility, the Certificate of Immunization should be given to a parent/guardian or sent to the new facility.

Printed, Typed or  
Stamped Name,  
Address and  
Telephone # of  
Licensed  
Physician  
or Health Department

Certified by (Signature/Signature Stamp) Date of Issue

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# Certificate of Immunization (Form 3231)

- Printed from the Georgia Registry of Immunization Transactions and Services
- Printed from the provider's medical record system
- Handwritten on the state printed and approved certificate

# Form 3231

- Certificate on file at each facility or school
- Photocopies acceptable
- A licensed Georgia physician, APRN, PA or public health department official is responsible for completing the certificate
- Only physician offices and public health clinics can obtain blank certificates

# Valid Certificates (Form 3231)

- Child's name
- Birthdate
- Name and address of a Physician or health department official
- Certified Signature a Physician, APRN or PA licensed in GA; or a public health department official
- Date of Issue

# Form 3231 Expiration Date

- Expires on the date printed as “Date of Expiration”
- Must be replaced with a current certificate within 30 days
- Required for all children thru 16 years of age who have not completed:
  - K through 6<sup>th</sup> grade requirements,
  - 7<sup>th</sup> through 10<sup>th</sup> grade, and
  - 11<sup>th</sup> grade or higher requirements
- Required if a medical exemption for a vaccine(s) is marked



# Complete for School Attendance

- Complete For K through 6<sup>th</sup> Grade
  - At least 4 years of age
  - Meet all vaccine requirements as outlined in the Policy Guide 3231REQ
- Complete For 7<sup>th</sup> through 10<sup>th</sup> Grade
  - At least 10 years of age
  - Meet all vaccine requirements as outlined in the Policy Guide 3231REQ
- Complete For 11<sup>th</sup> Grade and Higher
  - At least 16 years of age
  - Meet all vaccine requirements as outlined in the Policy Guide 3231REQ

**Vaccine Requirements for Attending Facilities and Schools in Georgia**  
Relative to the Certificate of Immunization (Form 3231)

**Required Doses for Attendance in Facilities and Schools**  
**For Children Who Started Immunizations Before Age 7 Years\***

Required Vaccines with footnote numbers in [ ]	2 Months of Age	4 Months of Age	6 Months of Age	12 Months of Age	15 Months of Age	18 Months of Age	24 Months of Age	4-6 Yrs.* (School Entry)	Total Doses Required** For Checking Complete For School Attendance Box on Immunization Certificate
[1] DTP, DTaP, DT	1	2	3	4				5	4 or 5 (See Footnote [1])
[2] Hepatitis B	1	2		3					3 (See Footnote [2])
[3] Hib PRP-T or	1	2	3	4					N/A for school (See Footnote [3])
[3] Hib PRP-OMP	1	2		3					N/A for school (See Footnote [3])
[4] Polio	1	2		3				4	3 or 4 (See Footnote [4])
[5] MMR				1				2	2 (See Footnote [5])
[6] Varicella				1				2	2 (See Footnote [6])
[7] PCV	1	2	3	4					N/A for school (See Footnote [7])
[8] Hepatitis A				1			2		(See Footnote [8])

\*These requirements were established in accordance with the current Recommended Childhood and Catch-Up Immunization Schedules, United States. (See references on reverse side.) Georgia requirements for Kindergarten (5 years) include doses indicated for 4-6 years.

\*\*Children who are behind schedule may attend while in the process of completing the requirements with minimum intervals as indicated below.

**Minimum Ages For Initial Immunization And Minimum Intervals Between Doses**

Vaccine	Minimum Age For For First Dose	Minimum interval from dose 1 to 2	Minimum interval from dose 2 to 3	Minimum interval from dose 3 to 4	Minimum interval from dose 4 to 5	With respect to these intervals, 1 month is a minimum of 4 weeks or 28 days.
[1] DTP/DTaP (DT)	6 weeks	1 month	1 month	6 months	See Footnote [1]	Don't restart any series, no matter how long since the previous dose. Doses given $\leq$ 4 days before the minimum age or the minimum interval may be counted as valid. Two different live vaccines must be given on the same day or spaced at least 28 days apart.
[2] Hepatitis B	birth	1 month	See Footnote [2]	N/A	N/A	
[3] Hib (Primary Series)						
PRP-T (ActHIB)	6 weeks	1 month	1 month	See Footnote [3]	N/A	
PRP-OMP (Pedvax)	6 weeks	1 month	See Footnote [3]	N/A	N/A	
[4] Polio	6 weeks	1 month	1 month	See Footnote [4]	N/A	
[5] MMR	12 months	1 month	N/A	N/A	N/A	
[6] Varicella	12 months	3 months	N/A	N/A	N/A	
[7] PCV	6 weeks	1 month	1 month	See Footnote [7]	N/A	
[8] Hepatitis A	12 months	6 months				

**Required Number of Doses for Children Who Started Immunizations before Age 7 Years**

Required Vaccines	2 mos	4 mos	6 mos	12 mos	15 mos	18 mos	24 mos	4-6 yrs	5-6 yrs of age Total Doses Required for School Entry
DTP, DT, DTaP	1	2	3	4				5	4 or 5 (if 4 <sup>th</sup> dose given on or after 4 <sup>th</sup> birthday, 5 <sup>th</sup> dose is not needed)
Hep B	1	2	3						3
Hib (ActHIB, Hiberix, or Pentacel) or Hib *(PedvaxHIB)	1	2	3	4					Required for Child Care and Pre-K only
	1	2		3					
**Polio	1	2	3					4	3 or 4 (4 <sup>th</sup> dose of polio on or after 4 <sup>th</sup> birthday required for children born on or after 1-1-06)
***MMR				1				2	2
Varicella				1				2	2
PCV	1	2	3	4					Required for Child Care & Pre-K only
Hep A				1			2		2 Required for children born on or after 1-1-06

\*If PedvaxHIB is administered at ages 2 and 4 months, a dose at 6 months is not indicated.

\*\*The final dose in the series should be administered on or after the fourth birthday and at least 6 months following the previous dose. If 4 doses are administered prior to age 4 years a fifth dose should be administered at age 4 through 6 years. (MMWR 2009; 58(30) :829-30).

\*\*\*State requirement is for 2-doses each of measles and mumps, and 1 dose of rubella vaccine. Second dose may be given before age 4 years, provided at least 4 weeks have elapsed since first dose.



***Required Number of Doses for Children Who Started Immunizations after Age 7 Years***

<b>Required Vaccines</b>	<b>First Visit</b>	<b>1 Mo After 1<sup>st</sup> Dose</b>	<b>1 Mo After 2<sup>nd</sup> Dose</b>	<b>1 Mo After 3<sup>rd</sup> Dose</b>	<b>4 Mo After 1<sup>st</sup> Dose</b>	<b>6 Mo After Previous Dose</b>	<b>Total Doses Required</b>
<b>*Hep B</b>	1	2			3*		3
<b>**Polio</b>	1	2	3			3 or 4	3 or 4
<b>***MMR</b>	1	2					2
<b>Varicella</b>	1	2					2
<b>****Tdap/Td</b>	1(Tdap)	2(Td/Tdap)				3(Td/Tdap)	3
<b>*****MenACWY</b>	1 (11-12 yrs)	1 (≥16 yrs)					2

\*If child received 2 doses of adult Recombivax-HB 10 mcg between the ages of 11-15 yrs. and the doses are separated by at least 4 months, a 3<sup>rd</sup> dose is not needed.

\*\* The final dose in the series should be administered on or after the fourth birthday and at least 6 months following the previous dose. A 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older and at least 6 months after the previous dose.

\*\*\* State requirement is for 2-doses each of measles and mumps, and 1 dose of rubella vaccine.

\*\*\*\*State requirement is for 1-dose of Tdap booster for 7<sup>th</sup> grade entrance; Td or Tdap is recommended for remaining additional doses to complete series. DTaP given at age 7 through 9 years may count as part of the catch-up series. An inadvertent dose of DTaP given at age 10 through 18 years can count as the adolescent Tdap booster dose.

\*\*\*\*\* State requirement is for 1-dose of MenACWY for 7<sup>th</sup> grade entrance and 1-dose for 11<sup>th</sup> grade entrance on or after 16<sup>th</sup> birthdate; minimum 8-week interval between doses.

# Exemptions

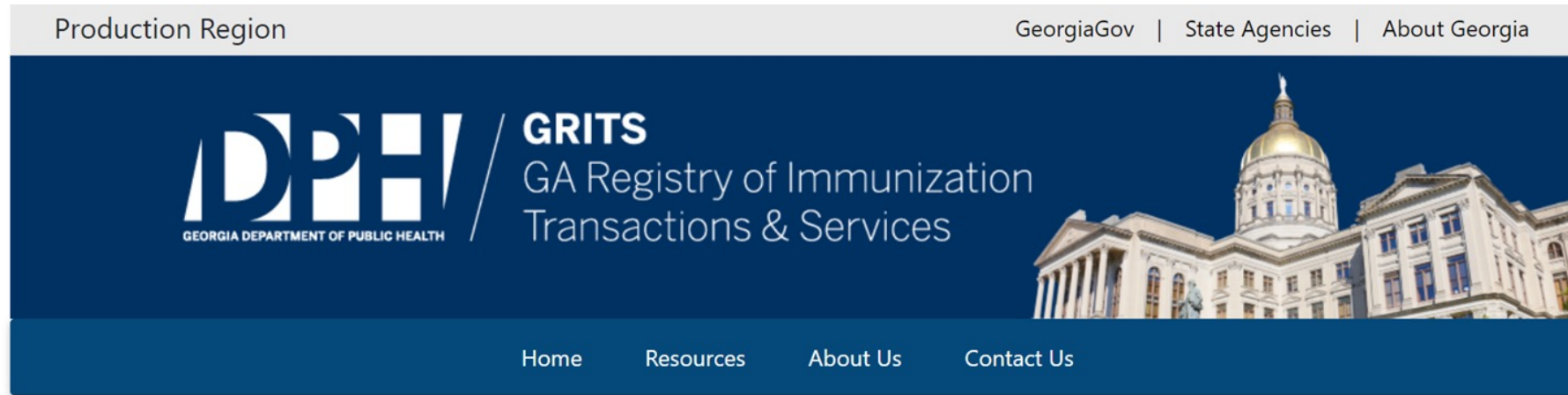
- **Medical**

- Certain medical condition or physical disability
- Documented in the medical exemption box on Form 3231
- Reevaluated every 12 months


- **Religious**

- Documented on Form 2208 (Affidavit of Religious Objection to Immunization)
- Form kept on file by the school or facility in lieu of a Form 3231
- Does not expire

# GA Registry of Immunization Transactions & Services



Before you login, [click here for an overview of "What's new with GRITS?"](#)



Organization Code

User Name

Password

Login

# Breakdown of Immunization Assessment

The number of children for each category is recorded:

- Enrolled
- Valid current certificates
- Religious exemptions
- Medical exemptions
- Current 30-day waivers
- Expiration dates in the future or  $\leq 30$  days expired
- Certificates marked “complete” but missing required doses
- No documentation on file
- Certificates  $> 30$  days expired

# Immunization Assessment

- When the certificates are reviewed, 100% of children attending the childcare facility / school must have appropriate immunization documentation to meet the requirements of the law.
- Follow-up must be conducted within 30 days after the initial year's audit.
- Noncompliant childcare facilities will be reported to the Georgia Department of Early Care and Learning (DECAL).
- Noncompliant schools will be punished a fine for each non-compliant student or imprisonment.



# Immunization Assessment Schedule

- **Childcare Facilities**

- Childcare and Pre-K

- Conducted by health department staff annually January–July
    - Facility must maintain immunization binder year round

- **Private and Public Schools**

- Kindergarten, 7<sup>th</sup> and 11<sup>th</sup> Grades

- Conducted by health department staff August–December
    - School must maintain immunization binder year round



# Resources

- DPH immunization website
  - <https://dph.georgia.gov/immunization-section>
- GRITS Help Desk
  - [dph-gaimmreg@dph.ga.gov](mailto:dph-gaimmreg@dph.ga.gov) or (866) 483-2958
- CDC website
- Children's Healthcare of Atlanta (CHOA)
  - <https://www.choa.org/medical-professionals/school-health-resources/education>
  - <https://www.choa.org/medical-professionals/school-health-resources>
- GNR Public Health
  - Immunization Program
  - Epidemiology: (770) 339-4260 and ask to speak to the "Epi on Call"



## Get Immunization Requirements Help

Email [gnrimmunization@gnrhealth.com](mailto:gnrimmunization@gnrhealth.com) or  
Call the district office at 770-339-4260 and  
ask for someone from the Immunizations Program.