



## **School Immunization Survey Instructions**

Complete the School Immunization Survey online at:  
[www.ndhealth.gov/Immunize/schools/survey.aspx](http://www.ndhealth.gov/Immunize/schools/survey.aspx)

1. Select the name of your school from the drop-down box.
2. Choose whether your school is a public or private facility.
3. From the **Grade at School Entry** drop down box choose whether your facility counts school entry as kindergarten, first grade, or not applicable if your school does not have a grade at school entry (i.e., high school that has only grades 9-12).
4. From the **Grade at Middle School Entry** drop down box choose whether your facility counts middle school entry as sixth grade, seventh grade, or not applicable if your facility does not have grades that would be considered middle school (i.e., a school that has only K-5).
5. If this is the first report this year you are submitting, **do not** check the revised report box. If you are submitting a follow-up report, check the **Revised Report Box**. Revised reports are not required.
6. Type the name of the institution authority (principal or administrator) in the **Institution Authority Box**.
7. Type the e-mail address of your school's institution authority in the **Email Address Box**.
8. Type the name of the person entering the survey online in the **Person Submitting Report Box**.
9. Type your school's phone number in the **Institution Authority Phone Number Box**.
10. Type the phone number of the person entering the survey online in the **Person Submitting Phone Number Box**.
11. Under "Student Information" is a table. Complete the table by entering the total number of students for each grade that meet the criteria. For example, if your school is an elementary school with grades K through 6<sup>th</sup> enter the total number of students for only those grades. The grades that are not in your school should be left blank.
  - a. Enrolled: total number of students enrolled in each grade.
  - b. With no immunization record: total number of students, by grade, that have not submitted an immunization record to your school.
  - c. Claiming medical exemption: total number of students, by grade, that have claimed a medical exemption (requires physician signature).
  - d. Claiming religious exemption: total number of students, by grade, that have claimed a religious exemption (requires parent/guardian signature).
  - e. Claiming philosophical exemption: total number of students, by grade, that have claimed a philosophical exemption (requires parent/guardian signature).

