

## **WORKFLOW: DELINQUENT DOCUMENTATION OF IMMUNIZATIONS**

1. School nurse reviews student files and identifies students who have not submitted the required documentation of immunization status.
2. School nurse sends letter, PE #1 to parent/guardian, informing them that immunization documentation is needed for their child to attend school.
3. If no response is received within two weeks of sending PE#1, school nurse will send reminder letter, PE #2, to parent/guardian.
4. If no response is received within two weeks of sending PE #2, the Principal will send final reminder letter, PE #3, to parent/guardian, informing them that a response is required by the date specified in the letter or their child will no longer be allowed to attend school.
5. If no response is received by the specified date, the Principal will notify the Superintendent who will initiate the student suspension process.

SAU Policy Committee: Adopted – October 15, 2020

Clarksville School Board: Adopted – December 14, 2020

Colebrook School Board: Adopted – December 15, 2021

Columbia School Board: Adopted – January 6, 2021

Pittsburg School Board: Adopted – December 1, 2020

Stewartstown School Board: Adopted – January 12, 2021