



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Dave A. Chokshi, MD, MSc
Commissioner

August 31, 2021

Dear Principal or Child Care Administrator:

As the 2021-2022 academic year approaches, we would like to make you aware of the immunization requirements for children attending school and child care in New York City (NYC). The full immunization requirements (SH-65 form) for principals/directors is attached and available [here](#) (see 'Information for Providers'). A parent-friendly version of the 2021-2022 immunization requirements is available [here](#) (see 'Immunization Requirements Letter and Chart').

Changes to Immunization Requirements:

- **Meningococcal conjugate (MenACWY) vaccine:**
 - Grades 7 and 8: Dose 1 must be given at age 10 years or older
 - Grades 9 to 12: Dose 1 given earlier than age 10 years will continue to satisfy the vaccination requirement
- **Tetanus-diphtheria-acellular pertussis (Tdap) booster:**
 - Grades 6 and 7: Only doses given at age 10 years or older will satisfy the requirement
 - Grades 8-12: Doses given at age 7 years or older will continue to satisfy the vaccination requirement

Ensuring Compliance:

Newly enrolled children must receive the first dose in each immunization series within 14 calendar days of enrollment and, within 30 calendar days of the first day of school or child care, show proof of age-appropriate scheduled appointments for the next follow-up dose in each vaccine series. Follow-up doses to complete the immunization series must be in accordance with the Advisory Committee on Immunization Practices (ACIP) [catch-up schedule \(here\)](#). Parents of children who are not in compliance should be sent warning and exclusion letters, which will be shared separately. Principals and Child Care Directors are responsible for ensuring compliance with immunization requirements, including exclusion of students who are not properly immunized; programs observed to be out of compliance are subject to violations and fines.

Sites must maintain a complete and current list of children who are susceptible to diseases covered by school-required vaccines. This list must include all children who have a medical exemption to immunization(s), children who are in process or who are awaiting results of serologic testing. This list must be updated each time a new child enrolls or a child's immunization status changes.



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Medical Exemption Requests:

Based on the NYC Health Code §43.17, §47.25, and §49.05, schools and child care programs in NYC must submit copies of all medical exemption requests to the NYC Department of Health and Mental Hygiene (DOHMH) who will then determine whether the exemption is accepted or denied. The principal/designee should ensure that all criteria below are met; otherwise the school or child care program should notify the parent/guardian of the need for resubmission with appropriate documentation within 14 calendar days; if not received, the child should be excluded from school or child care, in the absence of documentation of immunization.

- The exemption request must be signed by a NYS-licensed physician
- The form must be on a NYC (preferred) or NYS- approved form ([here](#))
- The form must be filled out completely, including fields the school must complete

Once the school or child care program receives appropriate documentation, the request should be faxed to the NYC DOHMH's Bureau of Immunization (BOI) at fax: 347-396-8813, attention "Medical Exemption Unit." After submission to DOHMH, the school or child care program will receive a notification confirming receipt of the exemption request which will indicate that the child may remain in school or child care during the NYC DOHMH review process; the school or child care program should keep this notification of receipt on file with the child's immunization record. Following review, DOHMH will fax the decision to the school or child care program; the school or child care program must share the decision notification with the parent/guardian and a copy must be kept on file with the child's immunization record. The decision notice will state that medical exemptions must be re-submitted and re-reviewed by the NYC DOHMH annually, unless a shorter duration is specified by DOHMH. The notice from DOHMH will also state that if the exemption request is denied, the child should be given 14 days to receive the required immunizations (or provide other allowed documentation of immunity) or be excluded from school or child care. The exception is for flu vaccine for which exclusions occur between January 1 and March 31 of a given school year.

The notice will also state that parents/guardians of children in school (grades kindergarten through 12) may appeal to the New York State Commissioner of Education within 30 calendar days after notification of the decision. Instructions for filing an appeal are on the New York State Education Department website [here](#). If the parent/guardian decides to appeal the exemption denial, the child must remain excluded during the appeals process until the New York State Education Department counsel's office either grants a stay or the appeal is decided in the parent/guardian's favor. Appeals are not allowed for childcare (grades pre-kindergarten and below).

Citywide Immunization Registry (CIR):

The Citywide Immunization Registry (CIR) is a database of immunizations administered to children in NYC. If you don't already have access, we urge you to sign up for the CIR to look up immunization records reported by medical providers. Child care facilities with CIR access have



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had higher compliance when audited compared to sites without access. You can also print a child's immunization record for your files and/or give it to the parent for follow-up. To access the Online Registry, register [here](#).

For questions or assistance, email: School_Immunizations@health.nyc.gov or call (347) 396-2400. Parents or legal guardians can search for their child's immunization record to see which vaccines they may need, by searching in [My Vaccine Record](#) (<https://myvaccinerecord.cityofnewyork.us/myrecord/home.htm>.) To access this service, the parent or legal guardian must be listed in the child's immunization record as the primary contact along with a mobile phone number or email or have an IDNYC card to have access their child's immunization record. To learn how to access records, parents can click on the "Accessing Records" tab.

For questions about immunization requirements, schools should contact 347-396-2433 and child care programs should contact their [borough office](#) or email childcareinfo@health.nyc.gov. Thank you for helping to keep New York City children and families safe.

Sincerely,

A handwritten signature in black ink that reads "Jane R. Zucker".

Jane R. Zucker, MD, MSc
Assistant Commissioner
Bureau of Immunization