



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Ashwin Vasani, MD, PhD
Commissioner

August 24, 2022

Dear Principal or Child Care Administrator:

In light of a recent case of paralytic polio in Rockland County and [detection of poliovirus in sewersheds](#) in New York City (NYC), it is more urgent than ever to ensure that children are compliant with immunization requirements for school and child-care outlined on the SH65-form attached and [here](#) (see 'Information for Providers'). A parent-friendly version with translations is available [here](#) (see 'Immunization Requirements Letter and Chart'). Changes to the immunization requirements for the 2022-2023 school year are outlined below:

- **Meningococcal conjugate (MenACWY) vaccine:** Changes to the minimum age include:
 - Grades 7-9: doses given at age 10 years or older satisfy the requirement
 - Grades 10-12: doses given earlier than age 10 years continue to satisfy the vaccination requirement for the first dose
- **Tetanus-diphtheria-acellular pertussis (Tdap) booster:**
 - Grades 6-8: doses given at age 10 years or older satisfy the requirement
 - Grades 9-12: doses given at age 7 years or older 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 letters, followed 2 weeks later by exclusion letters for children who remain out of compliance (attached). 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, including children with medical exemptions, children who are in process, and children 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.

Medical Exemption Requests:

Schools and child-care programs must ensure that all criteria below are met for medical exemption requests received. If information is missing, the school or child-care program should notify the parent/guardian of the need for resubmission with appropriate documentation and exclude the child if not received within 14 calendar days.

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



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Schools and child-care programs must fax medical exemption requests to the NYC Department of Health and Mental Hygiene (DOHMH), Bureau of Immunization at fax: 347-396-8813, attention “Medical Exemption Unit.” The child may remain in school or child-care during the DOHMH review process. Following review, DOHMH will fax the decision to the school or child-care program to share with the parent/guardian; a copy must also be kept on file with the child’s immunization record. Medical exemptions must be re-submitted and re-reviewed by the DOHMH annually, unless a shorter duration is specified by DOHMH. 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.

Citywide Immunization Registry (CIR):

Programs can register for access to the Citywide Immunization Registry (CIR) to view records reported by medical providers [here](#). The includes immunizations administered to children in NYC. You can also print a child’s immunization record for your files and/or give it to the parent for follow-up. For questions or assistance with CIR, email cir@health.nyc.gov or call (347) 396-2400. Parents or legal guardians can also search for their child’s immunization record by searching in [My Vaccine Record](#).

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.

As required by NYS Public Health Law 2164 Section 11, all schools and child-care facilities are mandated to complete the annual Online School Immunization Assessment Survey (OSAS) and report the immunization status of all students in grades pre-kindergarten through 12. For questions regarding the survey, contact the NYSDOH, Bureau of Immunization, School Assessment Unit and Compliance at 518-474-1944 or via email to osas@health.ny.gov.

Sincerely,

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

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