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Subject: Annual School and Childcare Reporting Deadline Change
Date: Wednesday, September 7, 2022 1:18:58 PM
Attachments: [image001.png](#)
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Michelle Davis and Members of the State Board of Health,

I wanted to provide an update on our school and child care reporting plan.

RCW 28A.210.110 gives the Department of Health the authority to create the annual immunization report forms and timeline for schools and child care centers:

Immunization program—Administrator's duties upon receipt of proof of immunization or certification of exemption.

(3) File a written annual report with the department of health on the immunization status of students or children attending the day care center at a time and on forms prescribed by the department of health;

WAC [246-105-060](#) sets the report due date at November 1st:

Duties of schools and child care centers.

(b) Submit an immunization status report under RCW **28A.210.110** in a manner approved by the department. The report must be submitted to the department by November 1 of each year. If a school opens after October 1, the report is due thirty calendar days from the first day of school.

As you may recall, the last couple of years, the Office of Immunization at the Department of Health changed the deadline for school reporting and accordingly, notified the Board of such changes.

Similarly, this year we plan to extend the reporting deadline to December 1st. This will allow the Department to fully develop resources and schools the time to gather data needed to complete the report.

If you have questions or concerns, please let us know.

Thank you,

Hannah

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