

## Burns, Anna M (SBOH)

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**From:** Cichy, Meghan M (DOH)  
**Sent:** Friday, August 11, 2023 9:43 AM  
**To:** Davis, Michelle (SBOH)  
**Cc:** Sherls-Jones, Jamilia J (DOH); Graff, Katherine M (DOH); Bay, Kathy W (DOH); Febach, Hannah M (DOH); Dinardo, Molly (SBOH)  
**Subject:** Annual School and Childcare Reporting Deadline Change

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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 1<sup>st</sup>. This will allow the Department adequate time to fully develop resources for all schools required to report and allow schools adequate time to gather data needed to complete the report.

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

Thank you,

**Meghan Cichy, MPHc, RDN, CD** 

Pronouns: she/her  
Senior Policy Analyst  
Office of the Assistant Secretary  
Division of Prevention and Community Health  
Washington State Department of Health  
[meghan.cichy@doh.wa.gov](mailto:meghan.cichy@doh.wa.gov)  
[www.doh.wa.gov](http://www.doh.wa.gov) | 564-669-3834

Deaf or hard of hearing call 711



*My usual work hours are Monday-Thursday from 7am to 4:30pm and Friday from 7am to 11am. I sometimes work flexible hours, so while it suits me to email now, I don't expect a response or action outside of your working hours.*