Student Immunization Policy

Applicable to Ilm Academy K–12 students. Minnesota law and current Minnesota Department of Health (MDH) guidance take precedence over this school policy.

1. Legal requirements

Ilm Academy will follow applicable Minnesota K–12 immunization requirements and use official state forms to assess records by grade, vaccine history, and exemptions.

2. Enrollment documentation

Before attendance, families should provide a current immunization record or properly completed exemption documentation, subject to any timelines or alternative processes permitted by law.

3. Submission and review

Records may be submitted in person or through a secure school-designated channel. Do not send medical records through unsecured public messaging. The school will aim to review submissions within 10 school days.

4. Missing or unclear documentation

If documentation is incomplete or unclear, the school will notify the family and specify what is needed. Families may submit corrected or additional records.

5. Exemptions

Exemptions must use the official Minnesota form. Medical exemptions require the appropriate healthcare practitioner signature; nonmedical exemptions require parent/guardian signature and notarization as indicated by the official form.

6. Attendance and public health

Catch-up schedules, deadlines, exclusions, quarantine, and return-to-class decisions will follow applicable law and public health directives. The school will not automatically exclude a student merely because a notice is issued.

7. Confidentiality and updates

Families should submit updated records when vaccinations or exemption status change. Ilm Academy will safeguard immunization records and limit access to authorized personnel.

8. Illness and exposure

Families should promptly inform school administration of diagnosed vaccine-preventable illness or known exposure. The school will follow applicable public health directions, including for exempt students.

9. Policy review

Administration will periodically review this policy and revise it when state law, official forms, or guidance changes.

Questions and school contact

Administrator / enrollment coordinator: _____

School phone: _____

Secure school email: _____

Minnesota Department of Health Immunization Program: 651-201-5503 | health.immunization@state.mn.us

Parent / Guardian Immunization Notice

Dear Parent or Guardian,

To complete your child's enrollment, please submit either (1) a current immunization record from your child's healthcare provider or (2) completed exemption documentation using the official Minnesota form, when applicable. Please provide this before the first day of attendance unless another timeline is permitted by applicable requirements.

Check that records are current, legible, and complete. Submit updates after additional vaccinations. Documentation may be delivered in person or through a secure school-approved email or enrollment portal; please do not use unsecured public channels.

If information is missing, Ilm Academy will contact you to explain what is needed. Medical exemptions require an authorized healthcare practitioner signature, and nonmedical exemptions require notarization, as described on the official state form. Families should also notify the school of diagnosed vaccine-preventable illness or known exposure.

Student name: _____

Grade / class: _____

Parent / guardian name: _____

Submission deadline: _____

School contact / secure submission method: _____

Parent / guardian signature: _____

Date: _____

Missing or Incomplete Immunizations Notice

Date issued: _____

Student name: _____

Grade: _____

Date of birth: _____

Return documentation by: _____

Dear Parent or Guardian,

Our records indicate that your child's required immunization documentation is missing, incomplete, or unclear. Please ask your healthcare clinic for a current record or submit the appropriate official Minnesota exemption form. If a vaccine is needed, consult your healthcare provider about the appropriate schedule. Return updated documentation through a secure school-approved method by the date listed above.

Attendance decisions will be made according to current Minnesota requirements and applicable public health directions. Contact the school if you need clarification or assistance obtaining records.

Immunization / documentation	Needed / missing	Date received	Clinic verification
Hepatitis B (Hep B)			
Polio (IPV)			
Measles, mumps, rubella (MMR)			
Varicella (chickenpox)			
Diphtheria, tetanus, pertussis (DTaP)			
Tetanus, diphtheria, pertussis (Tdap)			
Meningococcal ACWY (MenACWY)			
Other / record clarification			

School administrator / contact: _____

School phone or secure email: _____

Use the official MDH exemption form included in the following pages when requesting an exemption.

Are Your Kids Ready?

Minnesota K-12 Immunization Law

Students are required to receive certain vaccines for school or submit an exemption. This requirement applies for all public, private, online, and home schools in Minnesota. Look for your child's grade in the chart below and see how many total doses of each vaccine are needed for their grade.

Required Immunizations	Kindergarten to Sixth Grade	Seventh Grade to Eleventh Grade	Twelfth Grade
Hepatitis B (Hep B)	3 Doses	3 Doses	3 Doses
Polio (IPV)	4 Doses	4 Doses	4 Doses
Measles, mumps, rubella (MMR)	2 Doses	2 Doses	2 Doses
Varicella (Chickenpox)	2 Doses	2 Doses	2 Doses
Diphtheria, tetanus, and pertussis (DTaP)	5 Doses	5 Doses	5 Doses
Tetanus, diphtheria, and pertussis (Tdap)		1 Dose	1 Dose
Meningococcal ACWY (MenACWY)		1 Dose	2 Doses

Note: The number of doses may be different if your child is behind schedule. If your child has fallen behind on their vaccinations it is not too late to catch-up, talk to their health care provider.

Recommended but not required for school

Influenza (flu), COVID-19, Human Papillomavirus (HPV), Meningococcal B (MenB) and other vaccines are recommended for children to ensure they are fully protected. Talk to your health care provider about when your child should receive these immunizations.

Tips for parents and guardians

- Make sure your child has received all of the required immunizations before their first day of school or submit an exemption.
- Submit a copy of your child's immunization record to their school. You can get a copy of their record from the clinic or find their record on Find My Immunization Record (www.health.state.mn.us/people/immunize/miic/records.html).
- Please complete the reverse side if your child requires an exemption for medical reasons or if you are opting for a non-medical exemption due to personal beliefs.

Vaccines for Infants, Children, and Adolescents (www.health.state.mn.us/people/immunize/basics/kids.html)

Contact Immunization Program at 651-201-5503 or 1-800-657-3970 for alternate format.
ID# 52799 (08/2024)

DEPARTMENT OF HEALTH

CHILD'S NAME (FIRST, LAST):_____ CHILD'S DATE OF BIRTH:_____

Medical and non-medical exemptions

Instructions for documenting medical or non-medical exemptions and history of chickenpox (varicella)

Follow steps 1 and 2 below to document a medical exemption, non-medical exemption, or history of chickenpox.

1. Place an X in the box to indicate a medical or non-medical exemption. If you are exempting your child from more than one vaccine, mark each vaccine you are exempting them from with an X.
2. Obtain signatures for exemptions or history of chickenpox disease.

Required Immunizations	Medical	Non-Medical
Hepatitis B (Hep B)		
Polio (IPV)		
Measles, mumps, rubella (MMR)		
Varicella (Chickenpox)		
Diphtheria, tetanus, and pertussis (DTaP)		
Tetanus, diphtheria, and pertussis (Tdap)		
Meningococcal ACWY (MenACWY)		

Medical exemption: A health care provider must review and sign a medical exemption. A health care provider includes a licensed physician, nurse practitioner, or physician assistant.
By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: _____
(of health care practitioner)

Date: _____

Non-medical exemption: A parent/guardian must sign for a non-medical exemption and the form must be signed and stamped by a notary. A child is not required to have an immunization that is against their parent or guardian's beliefs. Choosing not to vaccinate may put the health of your child or others they are around at risk. Unvaccinated children who are exposed to a vaccine preventable disease may be required to stay home from school and other activities for up to 21 days to protect themselves and others.
By my signature I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs and I understand that they may be required to remain out of school and other activities for up to 21 days if exposed to a vaccine preventable disease.

Signature:_____Date:_____
(of parent/guardian)

Non-medical exemptions must also be signed and stamped by a notary:

Notary Stamp

This document was acknowledged before me on

_____ (date),

by _____
(name of parent or guardian)

Notary Signature:

_____

State of _____,
County of _____

History of chickenpox (varicella) disease: If a child has previously had chickenpox, they are not required to receive the varicella vaccine. A health care provider must sign this form if the disease happened after Sept. 1, 2010. If the child had chickenpox before Sept. 1, 2010, a parent or guardian may sign this form.
My signature below means that I confirm this child does not need the varicella vaccine because they had chickenpox in the month and year _____
Signature:_____ Date:_____
(of health care practitioner, representative of a public clinic, or parent/ guardian)