



INSTRUCTIONS FOR THE IP-100/101 IMMUNIZATION REPORTING FORM

For Children Whose Records Are Not Stored in MCIR:

The school or childcare program will be notified by MCIR when a child has opted-out of MCIR.

- When the MCIR “Opt Out” notification pops up, the school/childcare program will complete the IP-100/101 Immunization Reporting Form for that child. This form is located at www.mcir.org under the School/Childcare Link.

For Schools Reporting by Paper Report

- An IP-100/101 Immunization Reporting Form will be filled out for each child that is to be reported.

The following procedure should be followed:

1. The school/childcare program fills out the “IP 100/101 Immunization Reporting Form” with immunization information provided by the parent/guardian and forwards the completed form to the LHD **prior** to the October 1, November 1 and/or February 1 reporting due dates. Child’s name is not needed on this form.
2. The LHD will assess the immunization information provided, following the criteria described in the *Michigan Public Health Code and Administrative Rules*, and then notify the school/childcare program of the child’s immunization status. If the child is provisional or incomplete, relevant information about needed vaccines should be returned to the school/childcare program.
3. The school/childcare program should notify the parents of the child’s immunization status. They shall exclude the child from attendance if immunizations are not up-to-date (following the school/childcare program’s usual procedure for handling children who have an incomplete status). If additional immunizations are received, the form may be updated and returned to the LHD for additional assessment.
4. The LHD should retain the form until the school/childcare program is closed out for that report period in MCIR/SIRS.
5. The LHD will enter the aggregate numbers from the *IP100/101 Immunization Reporting Form* into MCIR/SIRS under the **Add/Edit IP** link. This information should be a separate page. The LHD should then notify the school/childcare program of their new compliancy percentage, and also the school district if the compliancy level drops below the required levels. (The school/childcare program may also run their updated IP100/101 report for the appropriate reporting period.)