

Computerizing School Immunization Records

With special permission from the Immunization Branch, schools, school districts, or Head Start programs may computerize their immunization record-keeping system. Please request permission for and supplies of the blue computer paper version of the California School Immunization Record (Blue Card) in a written letter. Send this letter to:

Immunization Branch
California Department of Health Services
850 Marina Bay Pkwy
Richmond, CA 94804

In the letter, please indicate that you can meet the following requirements:

1. At least the following information must be included in the computer record:
 - a. Personal identification of the child;
 - b. Child's birthday (month, day, year);
 - c. Full date that each required vaccine dose was received (month, day, year for each dose is preferred). If the day of month is not given, use the 15th of the month.
2. A back-up computer file or a manual printout of this file for all records must be maintained so that the records are not lost if the first file is inadvertently lost or destroyed.
3. A complete hard copy of the Blue Card must be prepared and sent with the mandatory permanent record folders of all out-of-district transfer students if the school to which they are transferring is in California. That copy must be either a computer-formatted Blue Card version or a manually filled out Blue Card.
4. A hard copy of the Blue Card must be kept on file for children with personal beliefs exemptions to the immunization requirements. The personal beliefs exemption affidavit on the back of the Blue Card must be signed by the parent or guardian.
5. A hard copy of the Blue Card must be maintained for children with medical exemptions to the requirements. The physician's letter or statement regarding the exemption(s) must be attached to the Blue Card.
6. Hard copies of the Blue Cards or other comparable printouts of each child's immunization record (i.e., birthdate, all immunization dates) must be made available to health department personnel as needed for auditing purposes. Health and Safety Code Section 120375(c), (d) grants local health departments access to these records.

When the Immunization Branch receives your written letter specifying that your system meets these requirements, someone will contact you to review your system. Once the Immunization Branch is satisfied that your system meets these basic requirements, you will be given permission to computerize. You will be able to order a supply of either the pinfeed or laser printer version of the Blue Card, depending on your system. Supplies can be reordered from the address on the previous page. Please indicate quantity and version needed when you order.

A pdf fill-in form of the California School Immunization Record is also available online at:

<http://www.dhs.ca.gov/publications/forms/immunization.htm>

This form requires Adobe Acrobat Reader (which can be downloaded for free at <http://www.adobe.com>) to open and view the file. However, it is not linked to a database, so any information entered into the form cannot be saved. Once the data is entered, please print the front and back of the form on blue paper.