



#238-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #238-22**

DATE: October 7, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Student Immunization Status Report Instructions**

The Virginia Board of Health, Regulations for the Immunization of School Children (12 VAC 5-110-90.F), requires that “each admitting official shall, within 30 days of the beginning of each school year or entrance of a student, or by October 15 of each school year, file with the State Health Department through the health department for his locality, a report summarizing the immunization status of the students in his school as of the first day of school.”

The Virginia Department of Health has provided a [Student Immunization Status Step-by-Step Guide](#) for schools to use in order to complete the required report accurately. This report shall be filed using the [Student Immunization Status Report](#) web-enabled reporting system. The passwords for the upcoming school year are not case sensitive and are as follows:

- Public Schools: pub*2022
- Private Schools: pvt*2022

For more information

If you have additional questions, contact Erica Hunter, Immunization Data Manager, Virginia Department of Health, by email at Erica.Hunter@vdh.virginia.gov, or by telephone at

(804) 864-8055, or Tracy White, School Health Specialist, Virginia Department of Education, by email at Tracy.White@doe.virginia.gov, or by telephone at (804) 786-8671.

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