

School and Child Care Immunization Audits Don't Be Guilty of These **Common** Errors September 2020

X DO NOT enter grade level audit data in the incorrect school building

✓ Enter school audit data in IRIS under the appropriate school found in the School Name drop down menu. When multiple grades are located in the same building, enter the appropriate grade level audit data into the corresponding school form. **The school districts, school buildings and corresponding grades are available in the [Iowa Educational Directory](#).**

X DO NOT enter grade level audit data for a School District

✓ The School Name drop down menu includes a school district for each district in Iowa. School district forms **should not** be used to report audit data with the exception of home school student records maintained at the school district office.

X DO NOT dual enter home school student audit data in a school district and individual school

✓ Home school student records should be documented in the school where immunization records are maintained (e.g., elementary school, middle school or high school). If home school student records are maintained at the school district office, these should be reported under the school district. Audit data from home school students should be counted in the Home School row and only once at either the school district or individual school.

X DO NOT enter school-based preschool audit data for a school

✓ Preschool children who attend a school system shall be entered on the Child Care Immunization Record Review form under the appropriate preschool found in the Name of Center drop down menu. Preschool children should be audited for child care level requirements 24 months of age and older.

X DO NOT exclude school age children in before or after-school child care program audits

✓ All children enrolled in a licensed child care center, regardless of age, shall provide a valid immunization certificate and be assessed for child care center requirements 24 months of age and older.

For questions regarding school and child care audits, contact
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