



Department: Human Resources  
Policy Number: HEA-A010  
Effective Date: 2/18/10

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### ADMISSION REQUIREMENTS

#### **Physical Examinations**

It is the policy of the Clarksville-Montgomery County School System to recommend that every child entering CMCSS **for the first time** provide evidence of a current complete medical examination within the past one calendar year; however, this is a REQUIREMENT for all Pre-K students. This documentation can be provided on, or attached to, the Official Tennessee Certificate of Immunization, at the time of registration. The documentation may also be presented as a letter/ note from a medical provider, stating that the physical was performed. The documentation is acceptable from any medical provider in the United States. If a student does not have documentation of a physical examination within the past calendar year, front office staff should refer the student/ parent to the school nurse. (Refer to the 7<sup>th</sup> grade section of the policy, below, regarding immunizations.)

#### **Immunizations**

Per the Department of Education and T.C.A. 49-6-5001, no child can be permitted to attend any public school until proof of immunization is presented to the admission officer of the school. It is the parent/guardian responsibility to have their children immunized as required. This does not apply to any child whose parent/guardian files a signed and written statement that such immunizations conflict with the parent/guardian's religious practices, under penalty of perjury, or if a child has not been immunized due to medical reasons, and presents a written statement from the child's physician, excusing the child from such immunization.

For students transferring to CMCSS, from another U.S. school whether from in-state or out-of-state, the students and parents will have 30 days from the date of enrollment to obtain required immunizations and present them to the school. If proof of immunizations are not provided to the school within 30 days of the date of enrollment, the student will not be able to remain at school.

A provider may issue a Temporary Certificate for a child who has not received all required vaccines, but is in the process of completing required immunizations. A Temporary Certificate must have an expiration date that is one month after the date the next required immunization is due. An expired Certificate is not valid proof of immunization. The parent shall obtain and provide a current Certificate to the school no later than the expiration date of a Temporary Certificate. If the parent/guardian is unable to provide a valid Temporary Certificate or completed Official Tennessee Certificate of Immunization, the child will not be able to remain at school.

T.C.A. 49-6-5002 requires schools through 12th grade to accept only an Official Certificate of Immunization provided by the Department of Health, completed and signed by a physician or health care provider administering immunizations, as proof of immunization for enrollment purposes. Official certificates may be completed by local health departments or by a Tennessee health care provider. It is not acceptable to staple records to a copy of the official certificate or to use any unofficial version of a certificate for enrollment. School nurses cannot transcribe immunization records. Records will need to be transcribed at the child's healthcare provider's office or the health department.

Public Chapter No. 169 allows that natural or adopted children or stepchildren of active military service personnel or members of the Tennessee National Guard engaged in active service may provide out-of-state immunization records for the purpose of enrolling in school. The school nurse will have the out-of-state records transcribed to a TN Certificate of Immunization for validation purposes. This law also allows that children of active military or Tennessee National Guard are no longer required to obtain an evaluation from a Tennessee health care provider prior to enrolling in preschool.

\*\*For students entering 7th grade who are already enrolled in Tennessee schools, proof of receiving a booster dose of tetanus-diphtheria-pertussis vaccine (TDAP) is required.

#### Required Immunizations

##### **Children enrolling in child care facilities, pre-school, pre-Kindergarten:**

Infants entering child care facilities must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due by 18 months of age.

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- Haemophilus influenzae type B (Hib) – age younger than 5 years only
- Hepatitis B (HBV)
- Pneumococcal conjugate vaccine (PCV) – age younger than 5 years only
- Hepatitis A – 1 dose, required by 18 months of age or older

##### **Children entering Kindergarten:**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate) If 4<sup>th</sup> dose was given on or after the 4<sup>th</sup> birthday, the 5<sup>th</sup> dose is not needed.
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4<sup>th</sup> birthday
- Varicella (2 doses or history of disease)
- Hepatitis A: 2 doses, spaced at least 6 months apart

##### **Children entering 7th grade:**

- Tetanus-diphtheria-pertussis booster (“Tdap”): Not required if a Td booster dose given ; can only be given once and age seven is the minimum age to receive

##### **Children who are new enrollees in a TN school in grades other than K or 7th:**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate) If 4<sup>th</sup> dose was given on or after the 4<sup>th</sup> birthday, the 5<sup>th</sup> dose is not needed.
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4<sup>th</sup> birthday
- Varicella (2 doses or history of disease)
- Hepatitis B (HBV): 3 doses

##### **Children with medical or religious exemption to requirements:**

- Medical – Physician or health department authorized to indicate specific vaccines medically exempted (because of risk of harm) on the TN immunization form. Other vaccines remain required.
- Religious – Where a parent or guardian, or in the case of an adult student, the student, provides to the school a written, notarized statement, affirmed under penalties of perjury, that vaccination conflicts with the religious tenets and practices of the parent or guardian, or in the case of an adult student, the student.

**Minimum ages or dose intervals** – Tennessee follows published CDC guidelines. For vaccines with critical minimum age requirements (e.g., MMR, varicella) or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.

**Alternative proof of immunity for certain diseases** – A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or varicella. For varicella, documentation of provider diagnosed varicella (year) or provider-verified history of

disease given by a parent or guardian (year) also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

**Foreign Born Children/Tuberculosis Testing**

All children who were born in and / or are arriving from one of the following countries will be required to present current evidence of freedom from infectious tuberculosis. The evidence should not be more than a year old and should include a report of a negative tuberculin skin test done in the United States, or if the skin test is positive, a chest x-ray or other necessary examinations to certify absence of clinical tuberculosis.

That evidence may include a letter from the any personnel from the Montgomery County Health Department or a licensed medical provider (MD, DO, NP, PA only if they are not part of the Montgomery County Health Department) that states that the child is free from symptoms of active TB and that the child is safe to attend school.



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Afghanistan	Falkland Islands	Malawi	Singapore
Algeria	Faroe Islands	Malaysia	Soloman Islands
Angola	Federated States of Micronesia	Maldives	Somalia
Anguilla	Fiji	Mali	South Africa
Argentina	French Guiana	Marshall Islands	South Korea (Republic Korea)
Armenia	French Polynesia	Martinique	South Sudan
Aruba	French Southern and Antarctic Lands	Mauritania	Spratly Islands
Azerbaijan	Gabon	Mexico	Sri Lanka
Bangladesh	Gambia	Micronesia (Federated States of)	St. Helena
Belarus	Georgia	Midway Islands	St. Pierre and Miquelon
Belize	Ghana	Moldova (Republic of Moldova)	Sudan
Benin	Gibraltar	Mongolia	Suriname
Bhutan	Gilbert Islands (Kiribati)	Morocco	Svalbard and Jan Mayen
Bolivia (Plurinational State of)	Greenland	Mozambique	Swaziland
Bosnia and Herzegovina	Guadeloupe	Myanmar (Burma)	Taiwan
Botswana	Guam	Namibia	Tajikistan
Bouvet Island	Guatemala	Nauru	Tanzania (United Republic of)
Brazil	Guinea	Navassa Island	Thailand
British Indian Ocean Territories	Guinea-Bissau	Nepal	Timor - Leste
Brunei Darussalam	Guyana	Netherlands Antilles	Togo
Bulgaria	Haiti	New Hebrides	Trust Territory Of Pacific Islands
Burkina Faso (Upper Volta)	Heard and McDonald Islands	Nicaragua	Tunisha
Burma (Myanmar)	Honduras	Niger	Turkmenistan
Burundi	Hong Kong (China, Hong Kong SAR)	Nigeria	Turks and Caicos Islands
CA'te d'Ivoire	India	Niue	Tuvalu
Cambodia (Kampuchea)	Indonesia	Norfolk Island	U.S. Virgin Islands
Cameroon	Iraq	North Korea (Democratic People's Republic of Korea)	Uganda
Cape Verde	Iraq-Sauid Arabia Neutral Zone	Northern Mariana Island	Ukraine
Central African Republic	Ivory Coast (CA'te d'Ivoire)	Pakistan	Union of Soviet Socialist Republics
Chad	Johnston Atoll	Palau	United States Mis Pacific Islands
China	Kazahstan	Panama	Upper Volta
China (Hong Kong SAR)	Kenya	Papua New Guinea	Uruguay
China (Taiwan)	Kiribati (Gilbert Islands)	Paracel Islands	Uzbekistan
China, Macao SAR	Korea, Democratic People's Republic of (North Korea)	Paraguay	Vanuatu
Christmas Island	Korea, republic of (South Korea)	Peru	Vatican City
Cocos (Keeling) Islands	Kosovo	Philippines	Venezuela
Colombia	Kuwiat	Pitcairn Islands	Viet Nam
Comoros	Kyrgyzstan	Portugal	Wake Island
Congo	Lao People's Democratic Republic (Laos)	Republic of Korea (South Korea)	Western Sahara
Democratic People's Republic of Korea (North Korea)	Laos (Lao People's Democratic Republic)	Republic of Moldova	Yemen (Aden)
Democratic Republic of Congo	Latvia	Reunion	Yemen (Sana)
Djibouti	Lesotho	Romania	Yugoslavia
Dominican Republic	Liberia	Russia (Russian Federation)	Zaire
Ecuador	Libya (Libyan Arab Jamahirya)	Russian Federation (Russia)	Zambia
El Salvador	Liechtenstein	Rwanda	Zimbabwe (S. Rhodesia)
Equatorial Guinea	Lithuania	Sao Tome and Principe	
Eritrea	Macao (China, Macao SAR)	Senegal	
Ethiopia	Madagascar	Sierra Leone	

**ASSOCIATED DOCUMENTS:**

[TDOH Required Immunizations - https://www.tn.gov/health/cedep/immunization-program/ip/immunization-requirements.html](https://www.tn.gov/health/cedep/immunization-program/ip/immunization-requirements.html)

TN DOH Communicable and Environmental Diseases -

<https://publications.tnsosfiles.com/rules/1200/1200-14/1200-14-01.20160621.pdf>

Official Certificate of Immunization TN DOH -

[https://www.tn.gov/content/dam/tn/health/documents/TN\\_Immunization\\_Certificate\\_Sample.pdf](https://www.tn.gov/content/dam/tn/health/documents/TN_Immunization_Certificate_Sample.pdf)

Tennessee School Health Laws -

[https://www.tn.gov/content/dam/tn/education/csh/csh\\_school\\_health\\_laws\\_2017.pdf](https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_laws_2017.pdf)

T.C.A. 49-6-5001 – General Provisions

T.C.A. 49-6-5002 – Certificate of Immunization

CDC TB Testing Recommendations - <http://www.cdc.gov/tb/topic/testing/default.htm>

Request for Exemption from Immunization - <https://portal.cmcoss.net/iso.aspx?doc=HEA-F092.pdf>

**Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
2/18/10		Initial Release
4/26/10	A	Insert requirement that proof of physical examination must be supplied within one month, delete existing paragraph 3 and insert new paragraph 3, 4, and 5, insert new information for required immunizations, change medication doses as required, insert information pertaining to religious exemption, insert minimum age dose intervals, insert information regarding alternative proof of immunity, revise associated documents.
2/10/11	B	Add headings of “Physical Examinations” and “Immunizations” add Official to first paragraph, Add clarification on Temporary Certificate requirements to third paragraph, Remove effective dates of July 1, 2010 and October 1, 2010 from immunization requirements. Add “Tuberculosis Testing” to Foreign Born Children heading.
4/5/11	C	Add fourth paragraph under Immunizations heading, regarding 30 day allowance for transfer students into CMCSS
2/13/12	D	Deletion of “This evidence must be presented to the school principal or his/her designee before the student is enrolled and permitted to attend.” In first paragraph and “They may be stapled together for convenience.” in section for students entering 7 <sup>th</sup> grade.
6/24/13	E	Add notarized statement for exemption; Moved transferring students paragraph under paragraph 2; New Kindergarten and 7 <sup>th</sup> Grade requirements underlined; update section for Foreign Born Children/Tuberculosis Testing, add country listing
7/21/14	F	Added from another U.S. school to third paragraph; clarified and updated immunization requirements
8/11/14	G	Minor grammatical corrections
4/1/15		Reviewed, no changes

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8/17/15	H	Removed physical examination records from immunizations section. Added TN Immunization form to exemption section. Updated country list.
9/28/15	I	Changes made throughout due to the fact that state law does not require physical examination. Clarified acceptable personnel under TB testing.
2/22/16	J	Added "If 4 <sup>th</sup> dose was given..." to Children entering kindergarten and new enrollees. Updated country chart.
2/1/18	K	Replaced para. six with **For students entering 7th grade who are already enrolled in Tennessee schools, proof of receiving a booster dose of tetanus-diphtheria-pertussis vaccine (TDAP) is required.
5/14/18	L	Removed "Verification of immunity to varicella: 2 doses or history of disease" from students entering 7 <sup>th</sup> grade.
7/30/18	M	Removed "notarized" from para. 2. Religious exemption no longer has to be on a notarized letter.
2/25/19		Updated hyperlinks, not a revision.
4/8/19	N	Updated country list.
8/2/21	O	Updated guidance to include Public Chapter 169, which allows exemptions for children/stepchildren of members of active duty military to provide proof of immunizations on forms other than the Tennessee-specific form.

**\*\*\* End of Policy \*\*\***