Pennsylvania Department of Health
I. Introduction

Thank you for completing the annual School Immunization Law Report (SILR). This guide has been developed to help you with completing the report. The SILR is entered online. If you do not have access to a computer, follow the General Instructions.

II. Grades reported

For all questions, include all current students enrolled in kindergarten, seventh and twelfth grade only.

- Enter your SILR online from December 1 through December 31, of the reporting year at http://SILR.health.pa.gov

- Only those who do not have any access to a computer with internet capabilities, may mail the report. In that case, it must be received by the Department of Health (DOH) by December 15 of the reporting year.

- Do NOT include information on pre-school or pre-k students in the responses.

- Please review and validate the online information prior to submitting the SILR. Once you click Submit, you are unable to change the information. If a mistake was made, call the Division of Immunizations (DOI), 717-787-5681.

- Once you submit your information, make a copy of your report. If mailing your information, make a copy for your records.

- Do not leave any blocks blank. Please place a zero (0) in any blank area, as necessary.

- You will not be able to advance in the online SILR unless entry is made in all fields.

- Preschool/daycare settings with kindergarten are required to report. Those without kindergarten are to complete the exclusion instructions.

- We flag anything that does not meet the standard for immunization coverage and exemption rates.

- Logic values identified are 2020 Healthy People Objectives. If you have areas red flagged, it is due to not meeting those set values. This is an educational tool that you may use to increase your school immunization standards.

III. Ungraded class

A student who attends an ungraded class and is 12 years of age will need one dose of meningococcal conjugate vaccine (MCV) and one dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine. A student who attends an ungraded class, will turn 18 years old during that school year and has not received a previous dose of MCV at age 16 or older, will need a dose of MCV.

IV. Exclusion from reporting:

- Alternative schools do not need to report, as long as the home school district is completing the SILR and counting those students in their enrollment and maintaining their records.

- The alternative school will need to submit its exclusion reason online in the beginning of the SILR.
Other exclusion reasons:

- No Student enrollment.
- School is closed.
- Students are enrolled at home school district.
- There is no Kindergarten, no seventh grade and no twelfth grade.
  - Is the entity a preschool/daycare?

V. Access to SILR:

To access the SILR online:

- Go to http://SILR.health.pa.gov

Reports must be entered online December 1 through December 31, of the reporting year. The report is only open for input December 1st, and closes December 31st. Only if you do not have access to a computer can you submit your report by hard copy. In that case, this report must then be completed and returned to the DOH, DOI by December 15, of the reporting year.

See the following instructions for online registration. Keep a copy of your report. Follow the Step-by-Step General Instructions on page 22 for entering your school report.

Home Screen:
Educational Links:

- School Procedure Manual
- Pa. Health Immunizations
- Immunization Schedule
- Vaccine Identification
- SILR Instructional Packet
VI. Online Registration Information

This information can be accessed in the blue shaded area.

To register:

- Enter the data online at [http://SILR.health.pa.gov](http://SILR.health.pa.gov)
- **DO NOT re-register.** This is for first time users to register.
- Click Register link on menu at left side of screen.
- Enter school district’s nine-digit Administrative Unit Number (AUN) and four-digit school/branch number (found above your school’s address on the report that was sent to the school). Do not combine two schools together onto one report.
- Click on the Add button to add school to the selected schools list. (If you have more than one school, type in that AUN as well and click Add until you get all your schools listed).
- Complete all fields under user registration.
- Usernames and passwords cannot be less than 8 characters each. Keep username and password for future use.
- Click Register button.
- Click Ok when registration is complete.
- Click Submit. Follow steps to Add Report.
Instructions for Annual School Immunization Law Report
(Reference and Screen Shots 2018-2019)

Login:

Click on Login link.

Enter user name and password from your previous entry. (Do Not re-register.)

You may be asked to update your password; follow the instructions.

Keep your username and password in a safe place and do not share your password.

If you change to a different school district; you do not need to re-register.

  ✓ Modify the appropriate school information and update your email address.

Forgot your password? Click here.

Forgot your username? Please contact the Department of Health, Division of Immunizations at 717-787-5881.

This website is best viewed with Internet Explorer 11.x and below, in compatibility mode, with Windows 7 (32-bit or 64-bit) operating system.
Instructions for Annual School Immunization Law Report
(Reference and Screen Shots 2018-2019)

Change Password:

You can change your password, either by choice, because of 5 failed password attempts and/or your password has expired and must be changed.

Username: smith1
Old password: ************
New password: ************
Confirm new password: ************
* Please confirm new password.

Change password

Please note the following:

- Passwords are case sensitive.
- Passwords must be at least 8 characters long and no more than 15 characters.
- Passwords must contain 3 out of the following 4: (1) CAPITAL LETTER, (2) lower case letter, (3) special character, (4) number.
- Passwords cannot be the same as your username, first name, or last name.
- Passwords cannot be the same as any of the previous passwords you used.
- Passwords expire after 60 days and must be changed in order to gain access to this system.

Login Credentials:

Welcome to the School Immunization Law Report System

Please see the submitter information below, which is based on your login credentials.
If this is NOT you: Please log off and register for your own account using the Log Out and then the Register/links in the left navigation menu.
If this is you: Please verify the information. If incorrect, please update your information using the My Account link in the left navigation menu.

Submitter Information:

First name: Jane
Last name: Smith
Job title: RN
Phone number: 717-547-3465
Email address: jsmith@pa.gov

Change Password
Instructions for Annual School Immunization Law Report
(Reference and Screen Shots 2018-2019)

Review credential information:

- If these credentials are not yours, please log off.
- Register for your own account using the Log Out and then Register.
- If this is you, verify the information.
- If the information is incorrect, update your information using the My Account link in the left menu navigation.

If you forgot your username:

Call the DOI and provide the following information:

- Your name;
- Your email address;
- The school(s) you report on;
- Your nurse license number; and
- The school district’s nine-digit Administrative Unit Number (AUN) and four-digit school/branch number.

DOI will email your username to the email as recorded.

Forgot your password:

- Enter your username and click on Forgot your password? Click here.
- Follow the instructions.
- Your password will be emailed to you.
Added schools:

If a nurse is assigned more than one school, this screen will display before going to the input data screen. If only one school is assigned, this screen will be bypassed and will go directly to the input data screen.

Enter exclusions:
**Select exclusion reason:**

- If your school needs to be excluded, select the reason from the drop down box.
- Exclusion reasons include:
  1. No student enrollment.
  2. School is closed.
  3. Students are enrolled at home school district.
  4. There is no K, seventh or twelfth grade.
     - Is this entity a preschool/daycare?
- You may print a copy of your exclusion.
- If you do not have an exclusion, click on Next and continue to the SILR.

Select exclusion reason:
Submit exclusion:

Print copy of exclusion:

- Select Printable copy.

- Select Print or Cancel.

- After printing a copy of your report, click on the Close printable copy button.
Active grades:

- Select the active grades within the school you are reporting;
- Check the box if you are reporting: kindergarten, seventh grade and/or twelfth grade. If multiple grades are within the school you are reporting check all that apply.

Enter the total number of students enrolled in each listed grade:

- (Column A) total number of students enrolled;
- (Column B) number of students who are medical exempt;
- (Column C) number of students who are religious exempt;
- (Column D) number of students who are philosophical/strong moral or ethical conviction exempt;
- (Column E) number of students who are enrolled provisionally until they complete required immunizations; and
- (Column F) total number of students denied admission/attendance and are currently not attending this school due to denial.

Enter the number of students in kindergarten and seventh grade that have the number of doses indicated of the specific antigen or have had the disease:

- Enter the specific antigens in each of the listed columns.
- Hover above each heading for detailed explanations of the category.
- Click on the heading to have readable explanations and “x” out when reading is completed.
- Answer the question. Was this report approved by a medical professional? (i.e., nurse, school nurse, RN, CSN, LPN, CRNP, PA, DO or MD). (YES)
- If a medical professional (i.e., Nurse, School Nurse, RN, CSN, LPN, CRNP, PA, DO or MD) approved the numbers or gave anyone else the numbers to input into the system; you Click the YES, button.
Instructions for Annual School Immunization Law Report  
(Reference and Screen Shots 2018-2019)

- Answer the question. Is the medical professional the same person as the submitter? (YES)
- If the answer is NO to the two previous questions the boxes will remain blank.
- Click on Run validation checks.
- If you indicated you are not a medical professional, a pop up box will appear, are you sure you are not a medical professional? (i.e., nurse, school nurse, RN, CSN, LPN, CRNP, PA, DO or MD). Click Ok to continue. Otherwise, click Cancel to return to the form.
- If the numbers are not correct per total students, a notification at the top of the page in red will identify which item is in need of correction and the boxes will be highlighted.
- Click validate

<table>
<thead>
<tr>
<th>Student Immunization Data</th>
<th>School Immunization Law Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- A pop up box will appear. Have you validated the numbers you entered? If so, select Ok to continue. Otherwise, click Cancel to return to the form.
- Once the data has been validated, click the Yes button, certifying that the values you entered are correct.
- The button will then change to Submit report.
- Submit your report and make a copy.
This SILR is an example of a school who has not met the standards.

The certified statement appears below the flagged areas.

Review the entered data.

Make corrections if the numbers entered are not correct.

Logic values identified are 2020 Healthy People Objectives. If you have areas red flagged, it is due to not meeting those set values. This is an educational tool that you may use to increase your school immunization rates.

Once the data has been validated, click the Yes, button, certifying that the values you entered are correct.

The button will then change to Submit report.

Submit your report and make a copy.

After printing a copy of your report, click on the Close printable copy button.
To search for previous reports:

- All school nurses have the ability to access their assigned school's data.
- You may access results from the schools identified under your user ID.
- You may access data from past years.
- Click on the My Account button to access assigned school data.
- If you have trouble accessing the data, do not put in any search criteria; click the Search button.
- If searching by school name, **type it exactly** as it exists in the system or:
  - Enter: AUN.
  - Enter: Branch.
  - Enter: Year.
  - Click on Search button.
### View data details of SILR:

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Type</th>
<th>EDIN A website</th>
<th>School District</th>
<th>Year</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Great El Sch</td>
<td>One Great SD</td>
<td>View EDIN A data</td>
<td></td>
<td>2016</td>
<td>View details</td>
</tr>
<tr>
<td>One Great MS</td>
<td>One Great SD</td>
<td>View EDIN A data</td>
<td></td>
<td>2016</td>
<td>View details</td>
</tr>
</tbody>
</table>

- This screen will give you details from past SILR (View Details).
Step-By-Step General Instructions:

Section 1:
- In Section 1 of the SILR report, enter if you have any exclusions, select the exclusion reason: 1) No student enrollment; 2) School is closed; 3) Students are enrolled at home school district; 4) There is no K and no seventh and no twelfth grade; 5) Is this entity a preschool/daycare?
- When filing by paper copy, provide name, job title, telephone number, the date of the report and who approved the report.
- Each school district is given a nine-digit Administrative Unit Number (AUN) and a four-digit school/branch number.
- Each school requires a separate report. Do not combine two schools on one report.
- Only if you do not have access to a computer, mail a hard copy by Dec. 15 to the Department of Health, Division of Immunizations, Health and Welfare Building, Room 1026, 625 Forster St., Harrisburg, PA 17120-0701. Validate all information before mailing. Print a copy of the completed SILR for your records.

Section 2:
- Check the box / boxes if you are reporting: kindergarten, seventh grade and/or twelfth grade. If multiple grades are within the school you are reporting, check all that apply.

Section 3:
- In Section 3 of the SILR report, enter the (Column A) total number of students enrolled in each listed grade section; (Column B) number of students who are medical exempt; (Column C) number of students who are religious exempt; (Column D) number of students who are philosophical/strong moral or ethical conviction exempt; (Column E) number of students who are enrolled provisionally until they complete required immunizations; and (Column F) total number of students denied admission/attendance and are currently not attending school due to denial.

Section 4:
- In Section 4 of the SILR report, enter the number of students in kindergarten, seventh and twelfth grades that have the number of doses indicated of the specific antigen or have had the disease. Enter the specific antigens in each of the listed columns. Do not enter numbers in the shaded blocks.
- Complete this for all immunizations listed for kindergarten, seventh and twelfth grades. If the student does not have the number of doses specified for a specific antigen and has a medical plan to finish the series, he/she will then be listed as “provisional” unless he/she submits a signed Certificate of Immunization Card (green and white card) with a signed Statement of Exemption to Immunization Law. All other completed doses must be indicated.

If you are submitting online, validate your information before submitting. Once you click Submit print a copy for your records. Once submitted, the SILR is finalized and cannot be changed. Please contact the DOI at 717-787-5681 if a revision needs to be made or if there are any questions.
VII. School Exemptions:

Annually, the DOH is required to report school vaccination coverage levels to the Centers for Disease Control and Prevention (CDC). One category required is the total number of medical, religious and philosophical exemptions. Below are the definitions.

Medical exemption. Children are exempt from immunization if a physician or physician’s designee provides a written statement that immunization may be detrimental to the health of the child.

Religious exemption. Children are exempt from immunization if the parent, guardian or emancipated child objects in writing to the immunization based on contradiction to their religious beliefs.

Philosophical/Strong Moral Ethical Conviction exemption. Children are exempt from immunization if the parent or guardian or emancipated child objects in writing to the immunization based on personal beliefs.

VIII. SILR Questions – General Information:

Question 1: Is this survey required for homeschool children?
Yes, homeschooled children should be counted in the school district in which they reside.

Question 2: If I complete the SILR online, do I still need to mail in a copy to the DOI?
No. Print a completed copy of the SILR for your records.

Question 3: Can the school nurse change his/her name, email address and/or telephone number?
Yes, the school nurse can make necessary changes to his/her name, email address or telephone number in the login page.

Question 4: If I am in charge of two different schools in the same district, can I enter both of them in the same report?
No, enter each school separately by its nine-digit AUN and four-digit school/branch number.

Question 5: Can I enter first grade in the school report?
No, you are required to report kindergarten and seventh grade only.

Question 6: Can I use the same password the previous nurse used?
No, your password should be kept confidential. Never use anyone else’s password. This is considered a security breach in the system. You should enter your own password and keep it in a safe place.

Question 7: Should I send the green and white immunization cards to Department of Health?
No, the green and white immunization cards are to be kept at the school where the student is enrolled.

Question 8: My school has merged with another school; what nine-digit AUN and four-digit school/branch number do I use?
Contact your school administrator for the current nine-digit AUN and four-digit school/branch number.

Question 9: My school just moved to a new location, and I cannot find it listed under my schools that I report.
Contact your school administrator for the current nine-digit AUN and four-digit school/branch number. Follow the instructions for adding a school to the online SILR.
IX. SILR Questions – Immunization Status:

Question 1: Does a student entering seventh grade require Tdap?
Yes, Tdap is required for entry into seventh grade.

Question 2: Will a Tdap dose given between ages 7 to 10 years satisfy the requirement for entry into seventh grade?
No, If a student between the ages 7 to 10 years received a Tdap dose as part of the catch up series another dose should be administered at ages 11 to 12 years. This is a CDC-ACIP change that is documented in the April 2018 MMWR.

Question 3: If a student age 7 years and older started the Td series late and received three doses, is the student considered up-to-date for 7th grade?
No, the student is not considered up-to-date for 7th grade. The first two doses in this series should be separated by at least four weeks, and the third dose given six to 12 months after the second dose. ACIP recommends that one of these doses (preferably the first) be administered as Tdap. An adolescent Tdap dose should then be administered at ages 11 to 12 years.

***Note – CDC-ACIP changes April 2018***
For persons ages 7 to 10 years who receive a dose of Tdap as part of the catch-up series, an adolescent Tdap vaccine dose should be administered at ages 11 to 12 years.

Question 4: If a student received a third dose of polio vaccine at age 4 years of age or older and at least 6 months from the previous dose, do they need a 4th dose of polio vaccine?
No. Per the catch-up schedule of the ACIP of the Centers for Disease Control and Prevention (CDC), a fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose. The student is considered up-to-date and compliant.

Question 5: Where do we count the student who had the varicella disease (chickenpox) and one dose of vaccine?
The column labeled “Varicella had disease” is for a student who had chickenpox disease either naturally or as a breakthrough disease from vaccine. The next column “Varicella two doses” is for the student who had two doses of varicella vaccine. In this case, the child would be counted in the “Varicella had disease” column.

Question 6: What if a child had one dose of varicella vaccine and the medical provider indicates the child had shingles?
The child would be immune and would not need an additional dose of varicella. He/she would be marked in the box labeled “Varicella had disease,” because at some point in time, this child had a case of chickenpox in order to be diagnosed with shingles.

Question 7: If a child has one MMR vaccine and one measles vaccine, should the child be counted under the MMR 2 doses column?
No, he/she would be considered provisional, since they have not received the second required mumps dose. The student would need two MMR doses to be considered in compliance.

Question 8: What immunizations titers are not acceptable?
We do not accept titers for tetanus, diphtheria, polio and mumps.

Question 9: Johnnie is in kindergarten and has the following immunizations: four doses of DTaP, four doses of polio, two doses of MMR and two doses of Varicella but only two doses of hepatitis B with a medical plan for the last dose. How should I record this on the SILR?
You should count him up-to-date under DTaP, Polio, MMR and Varicella, BUT he will not be counted up-to-date under HepB. He will also be counted under (Column E) as provisional, since he does not have his last HepB immunization. A student can be counted as compliant for any immunization if he/she is up-to-date AND can also be counted as provisional if he/she does not have all the required doses listed for all the antigens.
Question 10: If a student has an exemption listed and is up-to-date on some of the antigens, should those antigens be counted in the SILR?
Yes, only count up-to-date antigens the student has received, along with the appropriate exemption.

Question 11: If a child has all doses specified of a certain antigen, BUT one of the doses was administered more than four days before the recommended interval, would he/she still be considered up-to-date?
No, the immunizations must be given at the recommended minimum interval to be counted as up-to-date. This child would need to have a medical plan for the rest of the vaccination series and would be counted in the provisional column (Column E) because of the improper spacing.