



## MEDICAL EXEMPTION PROCESS FOR IMMUNIZATIONS

### INITIAL PROCESS

1. Parent provides a Medical Request for Immunization Exemption form completed by the student's physician to the Principal
2. Principal/designee ensures form is completed accurately, attaches the "BIOD" and "HEIU" ATS screens, and forwards it to the Health Director in the NYCDOE Borough/Citywide Office for review
3. The Health Director verifies that the information is complete (including student's name, DOB, OSIS number, and school and **parent signature** are clearly identify and forward it to the Office of School Health (OSH) via:  
Fax/Email (*email is preferred*): 718-391-8128 / Exemptions@schools.nyc.gov  
Attention: Terrance Peele
  - a. **Remind parents that student will be excluded from school if a case of the illness for which the parent is requesting immunization exemption occurs.**
  - b. Note: Pending medical review and determination of information, the student seeking the Medical Exemption must be permitted to remain in school.
4. Office of School Health (QPN) sends request to OSH physician for review
5. OSH physician reviews the Medical Exemption Request form:
  - a. Contacts provider if additional information is needed
  - b. Grants or denies exemption and completes designated section of medical exemption form
  - c. Determines if exemption should be annual or permanent
  - d. Returns completed form to Office of School Health (QPN)
6. Office of School Health (QPN) enters the approved medical exemption into ATS
  - a. Notifies parent, Health Director, Principal and Medical Director of the decision (approval/denial)
  - b. Provides the Health Director with the appropriate form letter based on the OSH Physicians' decision
  - c. Maintains a file of exemption approvals and denials

### RENEWAL PROCESS

Medical exemptions are in effect for a period of not more than one year from the date of issue unless it is permanent. Principal/designee must run ATS (RSIE) report monthly to review medical exemptions set to expire within the next month in need of renewal. The Principal notifies the parent of the need for renewal. If the renewal request in the form of a completed Medical Request for Immunization Exemption form is not submitted to the Principal, a warning letter is issued and if necessary, an exclusion letter in accordance with the procedures outlined in Chancellor's Regulation A-701. If the renewal request is received, the same procedure as indicated in the initial process is followed.

### APPEAL PROCESS

All appeal documentation must be provided to the school within 10 school days of the receipt of the denial letter. The school will forward the documentation to the Health Director, who will in turn forward the documentation to OSH.

1. Parent may request appeal by:
  - a. Providing additional documentation regarding need for medical exemption which will be reviewed by OSH Supervising physician
  - b. Not providing additional documentation regarding need for medical exemption which will be reviewed by the Medical Director
2. All appeals must be reviewed in consultation with Bureau of Immunization
  - a. All decisions will be final.
3. Appeal decisions are returned to Office of School Health (QPN)
4. Parents wishing to appeal final decisions should be directed to file with the State.