

## **DC Health Immunization Record Data Entry Support** **School Year (SY) 2025-2026**

### **Data Entry Support Overview**

- **IMPORTANT:** Due to reductions in staff due to federal funding cuts, data entry support for schools in DC Health's School Health Services Program (SHSP) is not available.
- If data entry support is needed for non-SHSP schools, immunization records should be sent through the Self-Service Portal (SSP), which can be accessed through the following link: <https://sso.dc.gov/ssp>.
- Data entry support requests will be completed within 5 to 10 business days.
- Questions regarding immunization record submissions and SSP logon credentials can be sent to [docis.helpdesk@dc.gov](mailto:docis.helpdesk@dc.gov).

### **Key Points for Data Submission**

- Review the ICP reports to identify the due vaccines for a particular student and only submit documentation which includes new vaccine information for data entry.
- Prioritize submitting documentation for students in the temporary exclusion grades, which are grades pre-K 3, kindergarten, 7, and 11.

### **Documents that can be Uploaded to the Self-Service Portal**

- Universal Health Certificates (UHC) for students out of compliance
- Vaccine records for students out of compliance
- HPV Vaccination Opt-Out Certificate
- Religious Immunization Exemption Certificate
- Medical exemptions from medical providers and titer results

### **What Not to upload in the Self-Service Portal**

- Sports clearances
- Medical summary without vaccine records
- Asthma action plans and oral health assessments/dental forms