

Immunization Compliance Portal (ICP) Key Points **School Year (SY) 2025-2026**

Compliance Tracking Rationale

- District law and regulations require that schools verify immunization certification for all students as part of enrollment and attendance.
- Schools must review records as often as necessary to ensure that all students are compliant with the District's pediatric immunization requirements and to notify any noncompliant adult student or minor student's parent or guardian of any missing immunization certification.
- A student is considered compliant if their records are documented in the District of Columbia Immunization Information System (DOCIIS) show they have received all required immunizations or have a valid exemption (medical, religious, or HPV Opt-Out).
- The DC Health ICP has been developed to support these activities.

ICP Reports Purpose & Function

- Only ICP reports should be used to determine school immunization compliance, not DOCIIS or the School Health Management System (SHM).
- The reports include enrollment data from DC Office of the State Superintendent of Education (OSSE) and vaccine data from DOCIIS and School Health Management System (SHM). They assist schools to identify and track students who are non-compliant.
- The reports include letter generation functionality. The letters can be used to inform families of missing required vaccines and invalid vaccines (i.e., the student was too young to receive the vaccine(s) or the timing between the vaccine(s) was not right).

Enrollment Data

- All school enrollment data are officially managed by the DC Office of the State Superintendent of Education (OSSE). The ICP pulls enrollment data directly from OSSE daily on weekdays. All updates to school enrollment/rosters can only be made by the school's local education agency (LEA). Only students who are Stage 5 enrolled will appear for your school in the ICP. Students are deemed Stage 5 enrolled when they begin attending school and receiving educational services.
- Count Day marks the formal collection of Stage 5 enrollment counts and it is completed between OSSE and your LEA. Before Count Day, you can anticipate seeing some enrollment fluctuations in the ICP due to normal start of school enrollment activities.
- **IMPORTANT:** Contact your LEA Data Manager or Enrollment Audit POC to request a review of discovered enrollment inaccuracies. If the LEA confirms the need for enrollment updates, the LEA Data Manager will reach out to OSSE by contacting the LEA's official OSSE Data Liaison, who can be [found here](#).

Special Considerations – Exclusion Eligible Reports

- **Data:** The Exclusion Eligible Reports include data for students in key grades pre-K 3, kindergarten, 7, and 11. The report data will continually be updated based on available immunization record data. However, the students listed in these reports will be frozen as of October 27, 2025. Students are automatically removed from the reports when their immunization record information is updated, and their immunization status changes to compliant.
- **Students Experiencing Homelessness:** DC Health does not have access to information about students who experience homelessness. Therefore, the reports include the immunization status of students experiencing homelessness in the key grades. Schools need to take steps to ensure that non-compliant students experiencing homelessness in the key grades are not warned that they will be excluded from school and are not excluded.
- **Appointment Cards:** DC Health does not have access to information about students who provide proof of an appointment to receive their required immunization by December 31, 2025. The reports will identify non-compliant students as non-compliant even if they have an appointment to receive their required immunization by December 31, 2025.

ICP Data Refresh

- **Enrollment Updates:** Once Stage 5 enrollment data updates are made in the LEA's Student Information System (SIS), which feeds directly to OSSE, it can take about two business days for the data update to be reflected within the ICP reports.
- **DOCIS Data Updates:** If vaccine data is entered into DOCIS by 6:00 PM Monday through Thursday then this data will be reflected within the ICP reports by the start of business, the next morning. Vaccine data entered by 6:00 PM on Sunday will be reflected within the ICP by the start of business on Monday.
- **SHM Updates:** If vaccine data is entered into SHM, which feeds directly to DOCIS, by 6:00 PM Monday through Friday then this vaccine data will be reflected within the ICP by the start of business, two business days later.