

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

Celeste Phillip, MD, MPH
Surgeon General and Secretary

Vision: To be the Healthiest State in the Nation

INSTRUCTIONS FOR COMPLETING DH FORM 684

Section 1003.22, Florida Statutes, requires private schools with a kindergarten and/or seventh grade to submit a completed *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) to the local county health department (CHD) by October 1 each year. The following explains how to complete this form:

- (A) **Private School Information:** Clearly print all identifying information for the private school.
- (B) **Student Information:** List students who are **not** fully immunized. Indicate grade, exemption type, or if Out of Compliance with section 1003.22, Florida Statutes. See below for guidance.
- **Temporary Medical Exemption¹:** For students presenting a valid DH Form 680, Part B, signed by a licensed physician or authorized designee. The expiration date provided must be current (not expired) while on file at the school. Note: If expired, categorized as Out of Compliance.
 - **Permanent Medical Exemption:** For students presenting a valid DH Form 680, Part C, signed by a licensed physician. This category includes students who cannot receive one or more vaccines required for school entry/attendance due to medical reasons. The physician must state, in writing, the medical reason(s) based upon valid clinical reasoning or evidence, demonstrating the need for a permanent exemption.
 - **Religious Exemption:** For students whose parent or legal guardian requests an exemption from immunization due to religious tenets or practices. This exemption (DH Form 681) is issued by CHDs.
 - **30-Day (Transfer) Exemption¹:** An authorized school official may issue this temporary exemption, for up to 30 school days, to permit students transferring from another Florida county; children and youths experiencing homelessness; children who are known to the department (as defined in section 39.0016, Florida Statutes); and students who enter a juvenile justice program, to attend school until his/her records can be obtained or until the immunizations can be obtained.
 - **Out of Compliance¹:** For students not meeting immunization requirements and lack proper documentation of an exemption. This category includes students with an expired Temporary Medical Exemption; students enrolled in a school more than 30 days without a **valid** DH Form 680 or DH Form 681; students without an immunization record; and students without a 30-Day Exemption.
- (C) **Summary Information:** For both kindergarten and seventh grade, enter the total number of students in each category, ensuring the totals are equal to the number of Students Enrolled.

¹The school nurse or authorized school official is responsible for follow up of these students, ensuring completion of immunizations and proper documentation.