



Immunization Review Process: Synergy HLT414 Report

Schools are required to review immunization records to see if students are due to receive vaccines. Schools can review the records by running an HLT414 report, also known as the Student Immunization List. This report includes a list of students who are either due for vaccines or who do not have immunization records on file at the school. The report is formatted with the school-required vaccines listed for each student, the status for each vaccine, and the overall status for the student. Vaccine status is categorized as complete, up-to-date, insufficient, incomplete, No Record, nonmedical exemption, or medical exemption. If the student's immunization status is insufficient, incomplete, or No Record by Exclusion Day, the fourth Wednesday in February, they will not be permitted to attend school. If you would like more information on running an HLT414 report, see the Google tutorial, [How to Create a Student Immunization List \(HLT414\) and Review Immunization Status](#) located on the MESD [Immunization Information](#) webpage.

Insufficient means there is an error in Synergy. The vaccine dates may have been entered incorrectly or out of order, or the student's date of birth (DOB) may be incorrect. If the error is on the Certificate of Immunization Status (CIS) form, it must be corrected, re-signed, and dated before Synergy can be updated. If the student's DOB is entered incorrectly in Synergy, this will need to be corrected by the school.

Incomplete means the student is due to receive school-required vaccines. The parent/guardian needs to schedule a vaccine appointment and/or provide updated immunization records to the school. School staff can also search the ALERT IIS database for updated vaccines.

No Record means the parent/guardian has not submitted immunization records to the school, and/or no vaccine dates have been entered into Synergy. School staff can obtain immunization records in several ways. They can request the immunization records from the parents/guardians. If the student received vaccines in Oregon, school staff can search the ALERT IIS database. If the district has a process for online enrollment, check for immunization records in the documents tab in Synergy. If the student transferred from a school outside of Oregon, check the student's education record (cum file) for immunization records from the previous school.

The school must have a [Certificate of Immunization Status](#) (CIS) form for each student. Parents/guardians can enter the immunization dates onto a CIS form, or staff may transcribe vaccination dates from a verified record, such as a printout from an approved school computer system, a record from a medical provider's office, a parent email, or an unverified immunization record signed by a parent/guardian. The person completing the CIS form needs to sign and date the form. It is important to update Synergy when immunization records are received. The MESD Immunization Program is happy to help update Synergy. For assistance, call or email copies of immunization records to immunizations@mesd.k12.or.us. Include the student's Synergy number and the school name with the CIS form. MESD School Health Assistants (SHA) are trained to enter vaccine dates into Synergy, and should be able to assist with this process as time allows. Once the vaccine dates are updated in Synergy, place the immunization records in the student's cum file.

Vaccine Exemptions and Immunity Documentation

Send Medical Exemption Forms, nonmedical exemption documents, or immunity documentation to immunizations@mesd.k12.or.us for review and processing. For more information on exemptions and immunity documentation, see the Google tutorial, [Exemptions and Immunity](#), located on the MESD Immunization Information webpage.