



Administrative Procedure HEA-W902
IMMUNIZATION EXEMPTION FOR RELIGIOUS REASONS

Responsible: Department of Student Health Services

PURPOSE

This administrative procedure describes the process related to requests and preparation of Religious Immunization Exemption Certificates in the Washoe County School District ("District").

PROCEDURE

1. In accordance with Nevada state law, Immunization exemptions for religious reasons are approved by the Student Health Services Department.
2. All requests for religious exemption must be made according to Administrative Procedure HEA-P900, Immunization Procedure.
3. Once approved the religious exemption will be in force for the entire time the student is continuously enrolled with the District.
 - a. If a student withdraws and returns to the District causing a break in enrollment, the religious exemption is ended and a new religious exemption must be requested by the parent/guardian. This means that the process below must be followed as if the student never had a religious exemption.
 - b. The clinical aide or school nurse will contact the parent/guardian to request a new letter from the parent/guardian.
 - c. This does not apply to students who transfer between schools within the District.
4. Prior religious exemptions approved by other school districts will not be accepted.
5. Parent/Guardian Responsibilities
 - a. To request a religious exemption, the parent/guardian shall provide to the clinical aide/school nurse a letter containing the following information:
 - i. Parent/Guardian Name
 - ii. Parent/Guardian Signature
 - iii. Date
 - iv. Student Name
 - v. Student Birth Date

vi. Request for religious exemption from immunizations.

6. School Site Responsibilities

- a. The school secretary, clerk, or registrar shall “conditionally enroll” the student until the certificate of religious exemption is received from the Department of Student Health Services.
 - i. The student will be marked in the District’s electronic student records database (IC or Infinite Campus) by the school nurse or clinical aide as a temporary religious exemption in the IZ panel.
 - ii. The expiration date of the temporary religious exemption will be 10 days from the date of enrollment.

7. Department of Student Health Services Responsibilities

- a. The parent/guardian letter/request shall be forwarded by the school nurse/clinical aide to the Department of Student Health Services for review and preparation of a Religious Immunization Exemption Certificate.
 - i. Student Health Services shall ensure that the request includes the required information as noted above.
 1. If any of the required information is not included, Student Health Services shall inform the clinical aide/school nurse at the student’s school that the religious exemption cannot be approved. The school nurse/clinical aide shall notify the student’s parent/guardian that the request for religious exemption has not been approved.
 - ii. If the necessary information has been provided, Student Health Services shall create a Religious Exemption Certificate using the designated computer template (HEA-F907).
 - iii. Once the certificate is created, Student Health Services will change the temporary religious exemption to a permanent religious exemption that remains in effect throughout the student’s continuous educational career with the District.
 - iv. The Director of Student Health Services or designee signs the certificate.
 - b. The Student Health Services staff inputs the date of the parent/guardian request, name of student, school, date certificate issued, and type of exemption into the Student Health Services electronic “Student Exemption Log” (HEA-L900).

- c. The Student Health Services staff returns the signed certificate and all associated documents to the health office at the originating school within two (2) business days of receiving the parent/guardian's written request.
 - i. The completed certificate and associated documents are sent by the Student Health Services staff to the health office at the originating school in an interschool mailer marked "CONFIDENTIAL."
 - ii. It is the responsibility of the school nurse or designee to enter religious exemption information into the District's electronic student records database (Infinite Campus).

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District, to include:
 - a. Board Policy, Student Health, Welfare and Rights
 - b. Administrative Procedure HEA-P900, Immunization Procedure
 - c. Administrative Form HEA-F907, Religious Exemption Template
- 2. This Administrative Procedure complies with Nevada Revised Statutes (NRS and Nevada Administrative Code (NAC), to include:
 - a. Chapter 392, Pupils, and specifically:
 - i. NRS 392.437, Immunization of pupils: Exemption if prohibited by religious belief

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even-numbered years.

REVISION HISTORY

Date	Revision	Modification
1/05/2009	1.0	Adopted as CSI Procedure
8/3/2016	2.0	Revised to include what parent does to request religious exemption; that school enrolls immediately; and that the temporary religious exemption is marked in IC.