



- A. For students entering school for the first time ever and students transferring from a school district outside Texas, a BISD employee must:
1. Receive written evidence (a document verified with a physician's signature or a medical facility stamp, e.g., the Health Department or a clinic) indicating that the student has completed all required immunizations. Students who are in the process of receiving the series of shots must continue to receive them as quickly as is medically feasible, or
 2. Obtain phone verification of immunizations and dates from the Health Department, a medical facility or the previously attended school district.
- B. For students transferring into BISD from a Texas school district, a BISD employee must:
1. Same as #1 above, or
 2. Same as #2 above, or
 3. Provisionally enroll the student for 30 days. If this choice is made:
 - _____ Send immediately to the previously attended school district for records. (Verification must be received within 30 days.)
 - _____ Notify the student in writing of the requirements and deadline.
 - _____ If the record has not arrived within 20 days, contact the parent and document. (Contact the parent with certified mail if personal contact is made.)
 - _____ Maintain a file of the immunizations needed, the returned receipt from certified mail and the dates contacts have been made with the parents, **and** withdraw all students if noncompliance occurs after the 30 days.
 - _____ Withdraw the student from attendance until such time **they have either produced a current record of having begun the needed immunizations or are receiving them as quickly as is medically feasible.**
- C. For students presently enrolled in BISD an employee must:
1. Same as #1, section A above, or
 2. Notify students who become due for immunizations with these steps:
 - _____ A written parent notification to be delivered by the student or mailed at least three weeks prior to the due date
 - _____ Follow with a personal contact or certified letter one week later
 - _____ Withdraw the student on the due date until such time that the student has either produced a current record or has begun the needed immunizations and is receiving them as quickly as is medically feasible

Exceptions are made for medical and religious exemptions. Please contact your school nurse for specifics.