



Scott County Health Department

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2026-2027 School and Licensed Child Care Immunization Audit Visit Information

Purpose of the Immunization Audit

The purpose of the immunization audit is to evaluate the immunization status of all individuals enrolled in licensed child care centers and preschools, as well as public and non-public elementary and secondary schools in Scott County. The audit is conducted annually in accordance with the [Iowa Administrative Code \(IAC\), Public Health 641, Chapter 7](#).

Preparing for the Audit

A [Certificate of Immunization](#), [Provisional Certificate of Immunization](#), [Religious Exemption](#), or [Medical Exemption](#) is required for each student enrolled. When reviewing individual certificates, please refer to the [Immunization Requirements for Licensed Child Care Center and Elementary or Secondary School \(K-12 Grade\)](#).

To help make the audit process as efficient as possible, Scott County Health Department (SCHD) asks that each site have the following information prepared in advance:

Child Care Centers/Preschools	Elementary and Secondary Schools
In a binder, without plastic page protectors: • Total Enrollment Numbers • Class Lists • Immunization Certificates ○ Grouped alphabetically by age: ▪ 4-5 months ▪ 6-11 months ▪ 12-18 months ▪ 19-23 months ▪ 24 months or older	In a binder, without plastic page protectors: • Total Enrollment Numbers • Class Lists • Immunization Certificates ○ Grouped alphabetically by grade/section ○ For junior high/high schools, grouping the students by 25 helps to ensure accuracy of student counts

During the Audit Visit

SCHD staff auditing the immunization records will:

- Stamp immunization records to indicate that the record is acceptable (See Attachment 1 for examples of stamps).
- Not complete certificates during the audit. Certificates must be completed prior to the audit. An incomplete certificate will be considered not acceptable.
- Not sign certificates that are incomplete for age-appropriate vaccines and are not on a Provisional Certificate of Immunization. The certificate will be considered not acceptable.
- Provide a copy of the audit results at the end of the audit visit.



Post-Audit Follow-Up

After all audits for child care centers, preschools, and public and non-public elementary and secondary schools have been completed, a post-audit letter will be emailed to each facility or school with the results of the year's audit. If a child care center or preschool has **5% or more unacceptable immunization certificates**, SCHD will follow up with the center or preschool to ensure compliance.

During a Disease Outbreak

During a disease outbreak, children enrolled under a Provisional Certificate of Immunization, Religious Exemption, or Medical Exemption may be subject to exclusion from the child care facility or school until the outbreak is no longer deemed a risk to the child/student. This decision will be made in consultation with school or facility administration, SCHD, and the Iowa Department of Health and Human Services (IA HHS).

Questions and Additional Information

For general questions regarding the immunization audit, immunization certificates, or homeschooled students, please refer to the [IA HHS Frequently Asked Questions](#) (Attachment 2 starting on page 20). For questions regarding your scheduled audit visit, please contact the SCHD at 563-326-8618.

Additional Resources

- Spreadsheet for Determining Child's Age in Months for 2026 (Attachment 3)
- CDC: [Epidemiology and Prevention of Vaccine Preventable Diseases: U.S. Vaccine Names and Abbreviations](#)
- Immunize.org: [Quick Chart of Vaccine-Preventable Disease Terms in Multiple Languages](#)
- Iowa Department of Health and Human Services: [Vaccine and Immunizations](#) web page.