



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEVPUTTA SANGVAL • Secretary

KELLY KIMPLE • Director, Division of Public Health

September 15, 2025

MEMORANDUM

TO: North Carolina School Administrators, Nurses and Staff

FROM: Anne Odusanya, Assistant Director *AO* Beth Meadows, MSN, RN, CPHN *BM*
Whole Child Health Section Interim Immunization Branch Director
Division of Child & Family Well-Being Provider Clinical Services Unit Lead
Division of Public Health

SUBJECT: Annual Immunization Compliance Reporting for Private Schools

All North Carolina public, private, and religious schools are required annually to report on the immunization status of all students in kindergarten, seventh grade, and twelfth grade ([G.S. 130A-155\(c\)](#)).

How to Submit your Report

- The reporting portal is now open, and reports may be completed at any time prior to the due date [via this link](#).
- Students must be compliant with all requirements within 30 calendar days from the first day of school attendance.
- Compliance reports are due no later than **November 1, 2025**.
- Instructions and worksheets are available for download via the above link and may be used to collect data needed before entering your individual school information online.
- Immunization Report questions can be directed to immunization.reports@dhhs.nc.gov.

Annual Reporting Webinar on September 30, 2025

The North Carolina Immunization Program (NCIP) will host a webinar on September 30, 2025, at 12pm ET to provide instructions on completing the report, information on immunization requirements, and a forum to answer any questions regarding immunization reporting.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH

LOCATION: 5605 Six Forks Road, Building 3, Raleigh, NC 27609
MAILING ADDRESS: 1931 Mail Service Center, Raleigh, NC 27699-1931
www.ncdhhs.gov • TEL: 919-707-5000 • FAX: 919-870-4829

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[Please register here in advance to attend.](#) If you are unable to join the webinar on a computer, you can dial in at +1.669.254.5252. Meeting ID: 161 448 9400 Passcode: 309196

Thank you for your support of children's health and childhood immunizations.

Cc: Regional School Health Nurse Consultants
Regional Immunization Consultants
Regional Immunization Nurse Consultants
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Dr. Zack Moore, Epidemiology Section Chief
Amanda Fuller Moore, PharmD, Deputy Epidemiology Section Chief
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