



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

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Division of Public Health

October 2023

TO: College and University Health Administrators

FROM: Carrie Blanchard, PharmD, MPH *CB*  
Interim Branch Director  
Immunization Branch, Division of Public Health

RE: Annual Immunization Compliance Reporting

All North Carolina public, private, and religious colleges and universities are required to submit an immunization report annually to the North Carolina Department of Health and Human Services ([G.S. 130A-155.1\(c\)](#)). The report must include all new undergraduate and graduate students who reside on campus or who have registered for four (4) or more traditional credit hours. The purpose of this report is to ensure that all students enrolled in your institution are protected against vaccine-preventable diseases and to determine the number of students who meet state immunization requirements. Please remember it is the health administrator's responsibility to ensure that accurate and complete data is submitted to the Immunization Branch 60 calendar days after the commencement of the school year and before the due date of **December 1, 2023**.

The immunization rules require proof of required immunizations within 30 days from the date of a student's first registration. If the student fails to submit a certificate or record of immunization to the college or university by the first day of registration, the college or university shall present a notice of deficiency to the student. Each student shall then have 30 calendar days to obtain the required immunizations. If an immunization requires a series of doses and the period necessary to give the vaccine at standard intervals extends beyond the 30 days, the student shall be allowed to attend the college or university upon written certification by a physician that the standard series is in progress. Upon termination of this time period, the college or university shall not permit the student to continue in attendance unless the required immunizations have been obtained.

Reports are now open and can be completed and submitted online using the following link:  
<https://survey.alchemer.com/s3/7515554/2023-2024-Annual-College-Immunization-Report>.

Worksheets are available for download at the report web address and may be used in advance to collect the data needed before entering your individual school information on-line. Immunization Report questions should be directed to [immunization.reports@dhhs.nc.gov](mailto:immunization.reports@dhhs.nc.gov).

Please ensure that this information is shared with appropriate staff members. Thank you for your support in these efforts to keep students healthy, in school, and ready to learn.

Cc: IB Staff  
Immunization Branch Consultants  
Dr. Zack Moore, Epidemiology Section Chief  
Amanda Fuller Moore, PharmD, Deputy Epidemiology Section Chief

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH•IMMUNIZATION BRANCH**

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