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 **PA SCHOOL IMMUNIZATION COMMUNICATION & REPORTING CHECKLIST**

**March – Early June**

**Early Reminders**

[ ] Check SIIS

[ ] Letter (template – pg 3)

[ ] Emails

[ ] Text messaging

[ ] School website notice

**June – July**

**Summer Efforts**

[ ] Check SIIS

[ ] Automated reminder calls/texts

[ ] School website notice

[ ] Parent portal Notice

[ ] Review non-compliance reports

**August**

**Crunch Time**

[ ] Letters

[ ] Phone calls

[ ] Email and/or text

[ ] Motivational interviewing

[ ] Database & SIIS review

**September – November**

**Follow-Up**

[ ] Administrators involved

[ ] Exclusions, when necessary

**December**

**SILR Submission**

[ ] Enter SILR online from Dec 1-Dec 31 of the reporting year

[ ] You did it! Take a moment for yourself, try a mindfulness activity –

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