


Inter-Office Correspondence
Los Angeles Unified School District
Office of the Chief of Special Education, Equity and Access
Office of the Medical Director

TO: Local District Leadership
Executive Leadership

DATE: September 16, 2021

FROM: Anthony Aguilar 
Chief of Special Education, Equity and Access

Dr. Smita Malhotra 
Medical Director

SUBJECT: COVID-19 VACCINATION REQUIREMENT FOR ELIGIBLE STUDENTS

Los Angeles Unified is working to ensure the highest-quality instruction in the safest environment possible for all students. Beginning Monday, January 10, 2022, eligible students who do not have proof of vaccination against COVID-19 will not be permitted on school campuses. All students eligible for the COVID-19 vaccine are required to show proof of being fully vaccinated, excluding those with qualified exemptions. The COVID-19 vaccine is available to all at no cost, regardless of insurance or immigration status.

COVID-19 VACCINATION REQUIREMENT PROTOCOLS AND PROCEDURES

Required Documentation

Pursuant to the California Department of Public Health (CDPH) Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type.

“Fully Vaccinated”

Fully-vaccinated” refers to an individual who has received the first and second doses of the vaccine (or, in the case of Johnson & Johnson, the single required dose) and has completed the two-week period that follows to ensure maximum immunity.

Vaccination Schedule

As of the date of this correspondence, Pfizer is the only vaccine approved for individuals aged 12 to 17. Students who are aged 18 and older can receive Johnson & Johnson, Moderna, or Pfizer to meet the requirement. Visit the [FDA’s website](#) for the latest information on qualifying ages for each vaccine brand.

Vaccine Brand	Eligibility	Schedule
Pfizer-BioNTech/ Comirnaty	Age 12+	Two doses, 21 days apart. Students should receive their first dose no later than 5 weeks prior, and second shot no later than 2 weeks prior to the final vaccination requirement deadline.
Johnson & Johnson / Janssen	Age 18+	Single dose. Students should receive their single shot no later than two weeks prior to the final vaccination requirement deadline.
Moderna	Age 18+	Two doses, 28 days apart. Students should receive their first shot no later than 6 weeks prior, and second shot no later than 2 weeks prior to the final vaccination requirement deadline.

Parent Consent for Student Vaccination

Parents/guardians of students will need to provide consent and acknowledge that their student (only minors 12- through 17-years of age) is currently eligible to receive the Pfizer-BioNtech COVID-19 Vaccine, and attest that the individual identified above is within that age range. The student Vaccination Consent is accessible via the Daily Pass web portal at <https://DailyPass.lausd.net> and will be filled out as part of the process of making an appointment for a COVID-19 vaccination.

Parents/guardians of students will not be required to accompany the child to the vaccination appointment and the child will receive the Pfizer vaccine whether or not the parent/guardian is present at the vaccination appointment. Parents/guardians may elect to be present at the student's vaccination appointment, or designate, in writing, a responsible adult to do so.

Process for Meeting Vaccination Requirements

All students age 12 and older are mandated to receive the required COVID-19 vaccination dose(s), unless the student has a medical exemption or qualifies for conditional admissions.

Parents/guardians are responsible for verifying that the Vaccination information appears in their student's Daily Pass under the "Vaccinations" tab. Students vaccinated as part of the District's Mobile Vaccination Initiative do not need to submit their vaccination record for verification; all vaccination information transfers automatically to the Daily Pass web portal at <https://DailyPass.lausd.net>.

Students who were vaccinated outside of the District's vaccination program must submit their immunization record for review and verification through the Daily Pass (See Attachment A). After the external vaccination document is submitted via the Daily Pass, it will be reviewed and verified by the District's Community Engagement team. Please allow 2-3 business days for the verification process.

Student Absences for Vaccination Appointments

The District's goal is to afford all eligible students the opportunity to get vaccinated at their earliest convenience. School administrators should refer to the guidance for attendance-taking to ensure appropriate recordkeeping. For guidance, please refer to Inter-Office Correspondence: *For Immediate Distribution to all School Sites: Procedures for Attendance Taking, Notification of Truancy, Enrollment and Withdrawals for the 2021-2022 School Year*.

Employees who are LAUSD Parents/Guardians

In order to ensure that all students meet the vaccination requirement, employees of the District who are parents/guardians of a LAUSD student should refer to the following Inter-Office Correspondence: *COVID-19 Vaccination Requirement for Employees and Other Adults Working at District Facilities, dated August 13, 2021*.

Submission of Required Documents and Recommended Deadlines

Student Group	First Dose Deadline	Second or Final Dose Deadline
Students who are 12 years of age and older and are part of in-person extracurriculars ¹	No later than October 3, 2021	No later than October 31, 2021
Students who are 12 years of age and older	No later than November 21, 2021	No later than December 19, 2021
Newly eligible students	No later than 30 days after student's 12 th birthday	No later than eight weeks after student's 12 th birthday
Newly enrolled students	No later than 30 days after student's enrollment date	No later than eight weeks after enrollment date

Vaccine Documentation Upload

Parents/guardians must submit documentation through the Daily Pass web portal at <https://DailyPass.lausd.net> by the first and second dose deadline to meet the deadlines. Refer parents/guardians to the Submission of Required Document and Deadlines table to ensure compliance with the January 10, 2022 deadline.

The [External Vaccination Upload Guide](#) provides step-by-step directions on how to upload an external vaccination record at <https://DailyPass.lausd.net>. All documents will be kept confidential as required by law.

Potential Exemptions

Parents/guardians may apply to seek exemption from the COVID-19 vaccine requirements or conditional admissions only under the following circumstances:

1. A qualified exemption includes a medical exemption. Please note that state law does not recognize religious or personal belief exemptions for student immunizations. The medical exemption process must be followed with the completion of the *Student Medical Exemption to the COVID-19 Vaccine* form and its submission via the Daily Pass web portal at <https://DailyPass.lausd.net>.

¹ Extracurricular activity is a program that takes place outside of the instructional day that is supervised or financed by the District where students represent the school/District.

2. Students may be conditionally admitted if they are in one of the following groups: 1) foster youth, 2) experiencing homelessness, 3) migrant, 4) military family, or 5) has an IEP. Please see BUL-1660.9 *Immunization Guidelines for School Admission* (Attachment D).

Parents/guardians of students seeking an exemption from the COVID-19 vaccination requirement will be required to submit the *Student Medical Exemption to the COVID-19 Vaccine* form beginning on October 25, 2021 via the Daily Pass web portal at <https://DailyPass.lausd.net>. An email notification confirming submission of the exemption form and the status of the review process will be sent to the parents/guardians making the request. Additionally, the parents/guardians will receive an email communication confirming the exemption approval or indicating that further attention is required.

Failure to Comply with Vaccination Requirement

Failure to comply with the mandate to be vaccinated, and/or failure to provide the appropriate qualifying exemption documentation before Monday, January 10, 2022 may result in a student being excluded from physically entering school campuses.

Ongoing COVID-19 Testing

All students are required to comply with COVID-19 Testing frequency and mandates regardless of vaccination status. Los Angeles Unified will continue to provide free COVID testing on school campuses for all students and employees – both vaccinated and unvaccinated. If infection rates in the community decrease, testing frequency may be reduced, and not requiring routine testing for vaccinated individuals may be considered in accordance with public health guidance.

If you have questions regarding the COVID-19 vaccinations for eligible students, please contact the COVID-19 Help Desk at (213) 443-1300.

Attachment A: Student Medical Exemption to the COVID-19 Vaccine Form

Additional Resources:

- [*COVID-19 Vaccination Requirement for Employees and Other Adults Working at District Facilities, dated August 13, 2021*](#)
- [*For Immediate Distribution to all School Sites: Procedures for Attendance Taking, Notification of Truancy, Enrollment and Withdrawals for the 2021-2022 School Year*](#)
- [*BUL-1660.9: Immunization Guidelines for School Admissions*](#)

c: Megan Reilly
Pedro Salcido



Los Angeles Unified School District
Office of the Medical Director

Student Medical Exemption to COVID-19 Vaccine
Licensed Physicians (MD or DO only)

Form with fields: STUDENT NAME (Last, First, Middle):, BIRTHDATE:, SCHOOL NAME, SCHOOL YEAR:, GRADE:, GENDER:

Exemption Due to Physical Condition or Medical Circumstance

I understand that due to the pandemic, combined with any additional personal risk factors (school exposure, comorbidities, congregate or group living status, etc.) the child may be at increased risk of acquiring COVID-19 with the potential for severe and fatal consequences. I have reviewed information about this vaccine and discussed with my medical professional the risks and benefits of my child not being vaccinated.

I understand that, whenever the District has good cause to believe that a pupil who is not completely immunized against a particular communicable disease may have been exposed to that disease, the District shall immediately inform the local health officer. The local health officer shall determine whether the pupil is at risk of developing or transmitting the disease and, if so, may require the exclusion of the pupil from that school until the completion of the incubation period or, if infection is suspected or occurs, until completion of the period in which the disease is communicable.

Table with columns: Vaccine, Duration of physical condition or medical circumstance. Includes checkboxes for Temporary until date and Permanent.

Indicate the specific nature and probable duration of the medical condition or circumstances, that student shall be exempt from the requirements of the COVID-19 immunization:

Four horizontal lines for writing the specific nature and duration of the medical condition.

Licensed physician's name, address, and telephone number:

Signature: _____ MD/DO

License Number: _____

Date: _____

Parent/Guardian Consent for Release of Information

I, (parent/guardian name) _____ authorize (physician name) _____ to provide the Los Angeles Unified School District with information contained in my child's medical record, including, but not limited to records supporting this request.

Parent Signature: _____ Date: _____

Reviewed By _____

LAUSD Nurse/Physician(Print)

LAUSD Nurse/Physician Signature

Date