

# COVID-19 ADVISORY MEMORANDUM

TO: Superintendents and Heads of Independent Schools  
FROM: Daniel M. French, Ed.D., Secretary of Education  
Mark A. Levine, M.D., Commissioner of Health  
SUBJECT: Calculating a School's Vaccination Rate  
DATE: August 19, 2021

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## Background

In the Agency of Education (AOE) and Vermont Department of Health's Advisory Memo: [COVID-19 Prevention Measures for Fall 2021](#), we recommend schools require the wearing of masks by all persons in a school for the first ten instructional days of the year. After this period, we recommend universal mask-wearing unless the vaccination rate (two doses of a two-dose vaccine) of *eligible students* is 80% or greater. Non-eligible students (currently those aged 11 or younger) should continue to wear masks.

The purpose of this memo is to provide a recommendation on how districts and independent schools should verify student vaccination status and calculate school vaccination rates.

## Verification of Student Vaccination Status

School district officials are permitted by law to request that parents voluntarily disclose their students' vaccination status to assist with the implementation of pandemic precautions during the school year. Parents may opt to not disclose this information. If a parent declines to provide vaccination status, their students should be counted as not-vaccinated for purposes of this memo.

We recommend each school verify the vaccination status of its eligible students (currently those age 12 and older) through the following process.

- To ensure accuracy and consistency, each SU/SD and independent school should adopt a standardized COVID-19 vaccine reporting and attestation process. Such a process should include:
  - An attestation form with common data points such as student name, school, grade, age, and parent contact information, as applicable; and
  - A requirement for signature by parent and/or guardian attesting that the student is fully vaccinated, or by the student if he or she is 18 years or older.
- SU/SDs and independent schools should request proof of vaccination along with attestation. Proof of vaccination should include:
  - Providing a copy of [vaccine card or immunization record](#) along with the attestation form; or

- Providing an original vaccination card or immunization record for inspection by a designated administrator when the attestation form is signed and/or submitted.

SU/SDs and independent schools should provide information from the Health Department to families about proof of vaccination, including resources for [requesting proof of vaccination](#) if the card provided at the time of vaccination is lost or damaged.

SU/SDs and independent schools should collect the forms on a rolling basis. To ensure smooth transitions, a process should be established for when the 80% threshold is reached. For example, the school might reach the 80% threshold early in the week, make a public announcement about changes to the mask policy, with the changes effective the following Monday.

### **Calculating the Vaccination Rate**

We recommend school districts and independent schools use the following formula to calculate the vaccination rate in their schools:

**For each school:**

$$\frac{\text{Total number of students attesting to vaccination}}{\text{Total number of eligible students (ages 12 and up)}} \times 100 = \text{percent vaccinated (\%)}$$