

September 2013

Dear Post-secondary Institution Administrators:

As a result of a meeting between college administrators and officials at the New York State Department of Health (NYSDOH), the Bureau of Immunization has created a tool kit to further assist colleges in regards to their compliance with Public Health Law (PHL) Section 2165.

This tool kit is a supplement to the Immunization Handbook for Post-secondary Institutions and includes the following documents:

- A letter from the State Education Department to school administrators & health staff regarding student immunization records,
- Best Practices for Post-secondary Institutions Regarding Compliance with Public Health Law (PHL) Section 2165 (which includes information regarding the New York State Immunization Information System and New York City's Citywide Immunization Registry),
- Sample New York State PHL Section 2165 Immunization Requirements for Students,
- Sample Flow Chart for Collecting Proof of Immunity Required by PHL Section 2165,
- Sample New Student Letter,
- Sample Immunizations Questions and Answers for Students, and
- List of the contact information for the New York City Department of Health and Mental Hygiene and the county departments of health.

The tool kit is available at <http://www.health.ny.gov/prevention/immunization/schools/>.

If you have any questions or comments regarding the tool kit and compliance with PHL Section 2165, please call the School Assessment Unit at 518-474-1944.

Sincerely,

Lynn Berger, M.D., M.P.H.
Director, Bureau of Immunization

Enclosures