

Priority Notice from the Maine Department of Education



PRIORITY NOTICE: Docket® for Schools Immunization Tracking Is Launched

Dear Champions of Education,

[In April, the Maine Department of Education \(DOE\) issued this priority notice](#) sharing information about changes to the reporting of immunization status for students and inviting school administrative units (SAUs) to pilot the reporting module Docket® for Schools. Beginning in the 2025-2026 school year, the Maine CDC will require aggregate reporting of immunization status for all grade levels per Maine Revised Statutes, Title 20-A, section 6355 and as outlined in [Code of Maine Rules 10-144 Ch. 261 and 05-071 Ch. 126, section 8 \(2021\)](#).

The [Docket®](#) for Schools module is an application selected by the Maine Immunization Program (MIP) that simplifies access to student immunization records and streamlines compliance reviews. There is no cost to SAUs, and there is technical support available as needed for school staff as they transition to this tool. Beginning in the 2025-2026 school year, this module will be a required tool for all schools in Maine, providing standardized immunization reporting and tracking.

This initiative will also support year-round compliance oversight for both the Maine Center for Disease Control and Prevention (CDC) and Maine DOE. Through Docket® for Schools, superintendents have access to their compliance rates directly, and MIP will also send reports throughout the school year to ensure superintendents are able to properly enforce this law.

Maine law requires any pre-K-grade 12 student enrolled in a designated public or private elementary, secondary, or special education facility for children of school age to show proof of immunization with the following vaccines or documented immunity: diphtheria/pertussis/tetanus (DTaP), polio, measles/mumps/rubella (MMR), varicella (VAR), and meningococcal meningitis (MenACWY).

There are three exceptions allowed by law:

- Medical exemption, acknowledged through a signed letter or form from an MD, DO, PA, or NP licensed to practice in the State of Maine.
- IEP exemption, if a student had a philosophical or religious exemption and an IEP in place on September 1, 2021, and a signed note from an MD, DO, PA, or NP

licensed to practice in the State of Maine has been provided.

- If a student has enrolled in school within the past 90 days, and the parent has provided written assurance that they will be compliant within 90 days.

Action Needed

- [Principals should watch for an email from Docket® for Schools](#). (Please check your Spam folder.)
 - The principal or administrator maintains control of who has access to the student information.
- Log in to Docket® for Schools and add appropriate staff (i.e., nurse, registrar).
 - Only nurses should have access to student health information; [the registrar role may be used for maintaining student rosters, as students transfer in and out of the school](#).
- Prepare the student roster for each school using the template provided.
 - Request assistance from MIP for uploading, if needed.
- Relay this information to any [new staff](#) who may be transitioning to new roles over the summer. It is the duty of the administrator to control access to the student information when there are new staff (nurse, registrar).
 - If there is a new administrator, you will need to contact MIP.

To learn more, please consider viewing these short demo videos:

- [Docket Demo 1](#)
- [Docket Demo 2](#)

Below is a list of questions and answers prepared by MIP in collaboration with the Maine DOE for you to review at your convenience. If you have further questions, please reach out to Kayla Strout, Immunization Information System Manager, at Kayla.M.Strout@maine.gov.

Docket® for Schools – Frequently Asked Questions (FAQ)

Program Purpose and Requirements

Q: Why are we being asked to use Docket® for Schools?

A: Maine Revised Statutes, Title 20-A, section 6357 states that the superintendent is responsible for submitting a summary report regarding the immunization status of students within their jurisdiction by December 15 each year, on a prescribed form, to the Maine Department of Health and Human Services (DHHS) and the Maine Department of Education (DOE).

To date, the Maine Immunization Program (MIP) has received immunization status information through the Annual School Immunization Assessment Survey, completed by the school nurse using SurveyMonkey; however, this information is often incomplete, erroneous, or not received. For the 2023-2024 school year, only 77% of schools which had kindergarten, seventh-grade, and/or twelfth-grade students submitted their required survey. Of the submissions received, 39% of schools had at least one student with missing records.

To effectively ensure that all Maine schools are following the laws governing school immunization requirements, MIP and the Maine DOE will now require that all student immunization and exemption data be entered into Docket® for Schools. This ensures that every school has uniform record-keeping and that aggregate level data is reported as required. By law, reporting is due by December 15 each year; however, with the implementation of Docket® for Schools, compliance will now be monitored throughout the school year and for all grade levels, and superintendents will no longer need to submit a separate report.

Q: When are we required to have all student immunization records imported into Docket® for Schools?

A: MIP and the Maine DOE recognize that the initial transition to Docket® for Schools will require additional time for school nurses or other authorized users, as they navigate this transition. For the 2025-2026 school year, schools will have until December 15, 2025, to have all documentation within Docket® for Schools. Schools must collect and verify all required immunization documentation at the start of the year to ensure compliance.

FERPA and Data Privacy

Q: Is using the Docket® for Schools application a FERPA violation?

A: No. Docket® for Schools meets both FERPA and State of Maine data privacy requirements.

Every public or private elementary and secondary school administrator in Maine will receive an invitation to gain access to Docket® for Schools. This administrator is responsible for granting access to additional individuals within the school system. Each authorized user is required to agree to the privacy provisions for use of the system. School information, including rosters and individual student immunization data, can only be viewed by these users. Other schools' users cannot view this information. State of Maine users cannot access student records. MIP and the Maine DOE can view aggregate level data only.

Q: Is there a cost to local schools for this application?

A: No. Docket® for Schools is a subscription service paid for by MIP. There are no implementation or ongoing costs to schools.

Q: Does this application require a parent/guardian consent form?

A: No. Consent forms are only required for shared data, and student records cannot be accessed by users outside of their school.

Training and Support

Q: Will there be trainings in the fall, or do we need to attend summer sessions?

A: Fall trainings will be offered. While summer sessions are available, we understand many school nurses and other school staff are off during the summer. The fall trainings will provide full support and guidance.

System Integration and Access**Q: Will school nurses still have access to ImmPact?**

A: Yes. Access to ImmPact will remain in place.

Q: Can we still use our electronic health record (e.g., SNAP)?

A: Yes. You can continue using your electronic health record; however, Docket® for Schools will be required to track student immunization information.

Q: Are we able to transfer students from one school to another?

A: Not at this time; this functionality is currently in development.

Student Data and Rosters**Q: What if a student's preferred name is different from their legal name?**

A: To successfully query a student record from ImmPact, you must enter the student's legal name.

Q: What is the "Student ID" section on the roster?

A: This is the section where you input each student's state student identification (SSID). This helps to maintain accurate records, avoids duplicates, and will allow for the transfer of a student from one school to another once that functionality within Docket® for Schools is finalized.

Q: Why doesn't the Maine Immunization Program use the NEO roster to upload for each school?

A: The Maine DOE is not able to provide this roster information to MIP, as it is not maintained in real-time, and it is not finalized information until the end of October. Instructions regarding how to complete the roster are provided when logging in to Docket® for Schools.

Q: Why don't the primary care offices enter this immunization into Docket® for Schools?

A: The primary care provider does not know which school your student is associated with. Additionally, Docket® for Schools only allows users associated with the school to access student records. Primary care providers will continue to enter immunizations into ImmPact, and these records can be added at any time by hitting the search ImmPact button.

Q: How will [superintendents know that their schools are in compliance?](#)

A: Superintendents will have aggregate-level data access for their schools. School administrators can grant additional student level authorization, if they choose. Aggregate-level access will allow the superintendent to view rates for immunizations, exemptions, and non-compliance.

[MIP will provide monthly compliance reports to all superintendents. In addition to overall rates, these reports will also outline the State of Maine school immunization rules and the requirements to enforce these rules.](#)

System Features**Q: Are we able to query all student records once our roster is uploaded?**

A: Yes. Once the roster is uploaded, a “Query All” button is available to retrieve student records.

Q: Can we print a student’s immunization record from Docket® for Schools?

A: Yes. You can download and print individual student records.

Q: Does Docket® for Schools support multiple languages for follow-up letters?

A: Yes. Letters are available in the following languages: English, Arabic, Chinese, French, Khmer, Kinyarwanda, Lingala, Portuguese, Russian, Somali, Spanish.

Q: When we receive a medical exemption, IEP exemption, or a 90-day written assurance, what do we do with that record?

A: Any student that does not have the required number of vaccine doses based on grade level is categorized as non-compliant in Docket® for Schools. The system allows the user to override this, if they have received a signed exemption or written assurance note. Docket® for Schools requires that a document be uploaded to claim an override. As a reminder, only the users with authorized access to the school can view uploaded notes.

Q: What happens when there are multiple matches with the same student’s name and date of birth in ImmPact?

A: When uploading your roster into Docket® for Schools, a warning will appear indicating a possible duplicate. This will guide you in selecting the correct student record.

Q: Homeschooled students participating in extracurriculars aren’t enrolled in school but must follow immunization requirements. How do we access their records, since they’re not on our roster?

A: You should continue to track these students using your current process.

Q: Does Docket® for Schools automatically update with ImmPact?

A: It does not. A nurse must click a button to make the connection to ImmPact to update the student record. This can be done for all students at one time or individually if updating only one student. We encourage users to search ImmPact regularly.

Sent June 18, 2025