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| Secondary School Immunisation Program Instructions for schools to transfer contact details to local council PCSchool |

##### The [Public Health and Wellbeing Regulations 2019](http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html) authorises a Council to request the person in charge of a secondary school located within the municipal district to disclose student and parent/guardian contact information to Councils for any student scheduled to receive a vaccination in the Victorian Secondary School Immunisation Program.

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If your school software package is not listed on the [Immunisation health.vic website](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) or you have problems with the instructions available for your software system, please refer to this guide for All other systems’.

## Step 1

Distribute a collection statement ([Secondary school vaccination program collection statement-sample](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school)) to parents/guardians

1. Take note of all students whose parents/guardians do not want their information shared with local council.
2. Liaise with your local council immunisation coordinator regarding the Secondary School Immunisation Program for the year and request a secure email address to send data to.

## Step 2

Follow the online instructions available at [PCSchool Student management software program development](https://student-management-software.com/2014/09/19/victorian-schools-secondary-school-vaccine-program/)

#### Support

If you have problems extracting the data following these instructions, please contact [PCSchool support](https://www.pcschool.net/support)

Alternatively, follow the manual extraction instructions contained in the ‘All other systems’ download.

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