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| Secondary School Immunisation Program Instructions for schools to transfer contact details to local councilCASES21 |

##### 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.

Contents

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

Refer to the [CASES21 user guide](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/Pages/C21-User-Guides.aspx) (log-in required) and follow the instructions contained in Chapter 15 (Export Secondary School Immunisation Details).

#### Support

If you require assistance, please call 1800 641 943 or you can email servicedesk@edumail.vic.gov.au

Alternatively, follow the manual extraction instructions contained in the “All other systems” page.

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