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| Secondary School Immunisation Program Instructions for schools to transfer contact details to local councilAll other systems |

##### 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 system’.

## 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

1. Extract the following fields of information for all students:
* student name
* date of birth
* gender
* year level and class group
* parent/guardian names, phone numbers, email and postal addresses
* language(s) spoken at home
1. Delete students whose parents/guardians who opt out
2. Download the [‘Student data for council’ excel spreadsheet](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school)

Copy and paste extracted information ensuring information matches column headings and that all columns are complete.

1. Review spreadsheet to ensure:
	* Parents/guardians who opt out **do not** have their data included
	* The file is an excel file (**.xls, .xlsx** or **.csv**). Do not save in Word or as a .pdf.
2. Send final document to your local council immunisation coordinator’s secure email address.

#### Support

Please contact your software administration package helpline or local IT, for further support regarding extracting information.

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