



**LOYOLA**  
UNIVERSITY  
NEW ORLEANS

# IMMUNIZATION COMPLIANCE FORM

Louisiana R.S. 17:170 – Schools of Higher Learning

Loyola Student Health Services 504-865-3326

Upload this form and proof of vaccination in the Public Health Portal at

<https://loyno.medicatconnect.com/home.aspx>

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Please Type or Print (Last) (First) (M.I.) (MM / DD / YYYY)

Campus-Wide ID# (student ID#): \_\_\_\_\_ Semester of Enrollment: (please select) Fall Spring Summer

Loyola Email: \_\_\_\_\_ @my.loyno.edu Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Address/P.O. Box) (City) (State) (Zip Code)

▼ This must be completed and signed by a physician or health care provider. ▼

## Required Immunizations

<p><b>MMR (Measles, Mumps, Rubella) - Two doses required</b> Two doses of MMR at least 28 days apart. First dose after 12 months of age.</p> <p><b>OR</b></p> <p>Positive antibody titers for measles, mumps and rubella. * Required: Submit titers laboratory report for proof of immunization.</p>	<p>MMR Dose #1 Date: _____ (MM / DD / YY)</p> <p>MMR Dose #2 Date: _____ (MM / DD / YY)</p> <p><b>OR Individual Doses (MM / DD / YY)</b></p> <p>Measles #1: _____ / _____ / _____</p> <p>Measles #2: _____ / _____ / _____</p> <p>Mumps #1: _____ / _____ / _____</p> <p>Mumps #2: _____ / _____ / _____</p> <p>Rubella #1: _____ / _____ / _____</p> <p><b>OR Serologic Tests &amp; Results (Must provide copy of lab reports.*)</b></p>
<p><b>Tetanus (Tdap recommended)</b> *Must be <u>within the past 10 years</u>.</p>	<p>Vaccine Date*: _____ / _____ / _____ (MM / DD / YY)</p> <p>Must Select Type: <input type="checkbox"/> TD or <input type="checkbox"/> Tdap</p>
<p><b>Meningitis (meningococcal ACWY vaccine)</b> One dose required at 16 years of age or older.</p>	<p>Vaccine Date: _____ / _____ / _____ (MM / DD / YY)</p> <p>Must Select Type: <input type="checkbox"/> Menactra or <input type="checkbox"/> Menveo or <input type="checkbox"/> Nimenrix</p>

## Required Immunizations (new for 2021)

<p><b>COVID-19 (Pfizer, Moderna or Astrazeneca) - Two doses required</b></p>	<p>Dose #1 Date: _____ / _____ / _____ (MM / DD / YY)</p> <p>Dose #2 Date: _____ / _____ / _____ (MM / DD / YY)</p>
<p><b>COVID-19 (Johnson &amp; Johnson) – One dose required</b></p>	<p>Dose #1 Date: _____ / _____ / _____ (MM / DD / YY)</p>
<p><b>COVID-19 Booster (required)</b> Manufacturer: _____</p>	<p>Dose #1 Date: _____ / _____ / _____ (MM / DD / YY)</p> <p>Dose #2 Date: _____ / _____ / _____ (MM / DD / YY)</p>

### HEALTH CARE PROVIDER:

Name (Typed or Printed) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

CLINIC STAMP





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## How to Submit Immunization Records

1. Make sure your health provider completes and signs the form and provides copies of applicable lab reports. All lab reports must indicate your name and date of birth.
2. Scan these documents. *NOTE: Your files can be no larger than 4 MB. (Scan in black and white or at a setting of 150 DPI to achieve a smaller file.)*
3. Visit our website at <https://studentaffairs.loyno.edu/health>
4. **Log on to the Public Health Portal** by using your Loyola Microsoft account credentials. These are the same credentials that you use to get into Microsoft, Loyno secure WiFi, Medicat, Papercut (printing on campus), LORA Self-Service, and vlab.loyno.edu. If you have never accessed your Microsoft account, we highly recommend that you do this first by logging into office.com.
  - **Username:** Your full Loyola email address (xxxxxxx@my.loyno.edu)
  - **Password:**
    - a. If you have reset your Loyola Microsoft password, use it to get access to Loyola's public health portal. If you forgot it, go to Office.com and select "forgot password"
    - b. The default password for new students is the first letter of your first name, the first letter of your last name, your birthday, and then an LU (abmmddyyyyLU) You will be forced to change your password when first logging into office.com.
    - c. Returning students will use the old default password - the first two letters of your first name, the last four digits of your social security number, then LU (abXXXXLU)
  - Once you set up your Microsoft account, then you can access the Loyola Health Portal. Remember: When you change your Microsoft password, it will change on the Public Health Portal too.
5. **Choose Immunizations and Enter Dates.** Fill in all the dates and information copied directly from your form. When finished, click "Submit".
6. Next, use the **Upload Documents** link to upload your scanned copy of this completed form along with a copy of your COVID vaccination such as any of the following:
  - The record of immunization from a healthcare provider or pharmacy;
  - A copy of the CDC white COVID-19 Vaccination Record Card;
  - A copy of medical records documenting the vaccination;
7. A copy of immunization records from a state immunization information system, such as LA Wallet app; Once your form is uploaded, it may take up to five business days for the form to be reviewed and verified. Check your Loyola email regularly for notification of secure messages from Student Health Services.
8. You can verify if your records have been received and you are in compliance under the "Immunization history" tab in your portal. If your Overall Status is not listed as "Verified" then you are missing a requirement.
9. All communication regarding your immunization records is private and visible only via the Public Health Portal. You will receive a secure message notification in your Loyola email directing you to the Public Health Portal. You should submit health information only via the Public Health Portal and never by email.
10. Loyola must have evidence of a student's compliance with University policy and Louisiana law for immunizations. Failure to meet these requirements will result in an Enrollment Hold being placed on your student account, which will bar you from dropping or adding classes and/or enrolling for classes for the next semester.

For assistance, please email

[immunization@loyno.edu](mailto:immunization@loyno.edu)

**Help! I can't log into my portal –**

For assistance, please email [support@loyno.edu](mailto:support@loyno.edu) using your my.loyno email address or call the Help Desk at 504.865.2255



# IMMUNIZATION COMPLIANCE FORM

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I request an exemption from immunizations for:  Medical reasons  Religious reasons  Personal beliefs

Guidance for medical exemptions for vaccination can be obtained from the contraindications and precautions described in the vaccine manufacturer’s package insert and by reviewing the most recent recommendations of the Advisory Committee on Immunization Practices (ACIP) available in the Centers for Disease Control and Prevention publication, **General Best Practice Guidelines for Immunization: Contraindications and Precautions** found at: <https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html>

**STATEMENT FROM PHYSICIAN, RELIGIOUS LEADER OR STUDENT/PARENT\***: Provide specific details of the nature and probable duration of the medical condition or circumstances that contraindicate the immunization(s) or grounds for objection to the immunization(s) below or upload a letter of objection. Please specify if your exemptions are for general immunizations, COVID-19 immunizations, or both:

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**NAME OF PERSON MAKING STATEMENT:**

\_\_\_\_\_ *Print* \_\_\_\_\_ *Signature*

### UNDERSTAND THE RISKS AND RESPONSIBILITIES

**Pursuant to Louisiana R.S. 17:170:** In the event of an outbreak of a vaccine-preventable disease at the location of an educational institution or facility enumerated in Subsection A of this Section, the administrators of that institution or facility are empowered, upon the recommendation of the office of public health, to exclude from attendance unimmunized students and clients until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

Please indicate your understanding of the above by selecting the boxes:

- I have read and reviewed information from the Centers for Disease Control and Prevention and understand my risks and responsibilities in exempting/waiving the required immunizations and have chosen not to be vaccinated.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If student is not 18 years of age, legal guardian must sign below.\**

**Parent or Guardian Signature (\*if required):** \_\_\_\_\_ **Date:** \_\_\_\_\_



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### How to Submit an Exemption to General or COVID-19 Immunizations:

1) **Log on to the [Public Health Portal](#)** by using your Loyola Microsoft account credentials. These are the same credentials that you use to get into Microsoft, Loyno secure WiFi, Medicat, Papercut (printing on campus), LORA Self-Service, and vlab.loyno.edu. If you have never accessed your Microsoft account, we highly recommend that you do this first by logging into office.com.

- **Username:** Your full Loyola email address (xxxxxxx@my.loyno.edu)
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  - a. If you have reset your Loyola Microsoft password, use it to get access to Loyola's public health portal. If you forgot it, go to Office.com and select "forgot password"
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  - c. Returning students will use the old default password - the first two letters of your first name, the last four digits of your social security number, then LU (abXXXXLU)

Once you set up your Microsoft account, then you can access the Loyola Health Portal. Remember: When you change your Microsoft password, it will change on the Public Health Portal too.

2) Please go to page three of this form and choose the type of immunization exemption (either medical, religious or philosophical), and fill out the required information.

3) Next, use the **Upload Documents** link, then choose the type of exemption to upload your scanned copy of this completed form. You will not be able to move into your campus housing or attend classes on campus until you complete your exemption requirements on the portal

For assistance, please email  
[immunization@loyno.edu](mailto:immunization@loyno.edu)

***Help! I can't log into my portal –***

For assistance, please email [support@loyno.edu](mailto:support@loyno.edu) using your my.loyno email address or call the Help Desk at 504.865.2255