Verifying a Medical Exemption:
Guide for School Staff

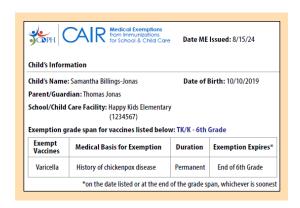CDPH | SHOTS FOR SCHOOL

New medical exemptions for school and child care entry must be issued through the California Immunization Registry - Medical Exemption (CAIR-ME) (cair-me.cdph.ca.gov).

Medical exemptions can only be issued by doctors (MDs or DOs) licensed in California and must meet applicable Centers for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices, and American Academy of Pediatrics (AAP) criteria.

✓ ## Steps to Follow When You Receive a Medical Exemption (ME) Form from a Parent/Guardian:

1. Verify the ***child's name, date of birth, and grade span*** on the ME form matches your school or child care facility records. If any of this information is incorrect, the ME should not be accepted. A new ME with the correct information will need to be issued.

2. Verify ***your school or child care facility*** is correctly identified on this ME form. If incorrect, request that the parent update this information within **CAIR-ME** (**cair-me.cdph.ca.gov**) and provide you with confirmation of the change.

3. Register for a CAIR-ME account by emailing **medicalexemptions@cdph.ca.gov** Please include the ME number, your first and last name, school or child care facility name, county, and ID (which can be found on the ME).

4. Log in to **CAIR-ME** (**cair-me.cdph.ca.gov**) to verify the ME is in "**Issued**" status.

5. File the ME in the student's cumulative folder if the status is "**Issued**."

6. Do not accept the ME if the status shows "**Revoked**," "**Expired**," or "**Canceled**." Notify the parent/guardian that the exemption is no longer valid, and the parent/guardian will need to provide documentation that may include a new ME or record of receiving the immunizations due in accordance with the conditional admission schedule.

Resources:

- **CAIR-ME Training Module** (bit.ly/ShotsforSchoolTraining)
- **Medical Exemption FAQs** (bit.ly/ExemptionFAQs)
- **Shots for School Website** (cdph.ca.gov/ShotsForSchool)

For more information, contact: **medicalexemptions@cdph.ca.gov**