

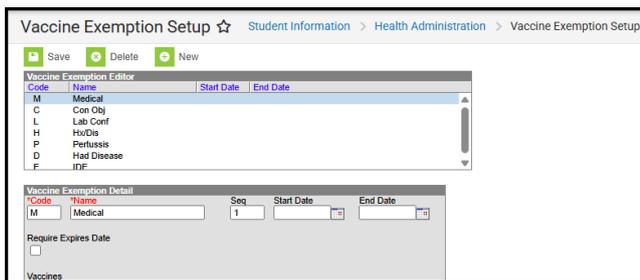
Add a new vaccine exemption

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Tool Search: Vaccine Exemption Setup

This guide explains how to create a new vaccine exemption.

An administrator sets up vaccine exemptions to allow health staff to assign waivers to those students who require exemptions for certain vaccines. The most common forms of vaccine exemptions include medical and religious waivers; however, other exemptions may also be created. This allows for accurate immunization compliance reporting.



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Before you start

- A district may define its own exemptions. However, doing so may impact state reporting. Verify your state's immunization compliance rules before creating vaccine exemptions.
- See the Health Administration Tool Rights article for additional information.

Add new exemptions

1. Select the **New** button from the action bar. The Vaccine Exemption Detail editor will display.
2. Enter a **Code** for the exemption.
3. Enter a **Name** for the exemption.
4. Enter a **Sequence** to specify the order in which this exemption displays in the list of exemptions. This is the order on the Vaccine Exemption editor and in the Waiver dropdown field of the student's [Immunization](#) tool.
5. Optional: Enter a **Start and End Date** for the exemption.
6. Optional: Mark the **Require Expires Date** checkbox when an expiration date is required for a particular exemption.
7. Flag the checkboxes of the vaccines for which the exemption may apply.
8. Click the **Save** button when finished.

Impact

- After vaccine exemptions are created, health staff can add them to a student's immunization record in the [Immunization](#) tool.
- Notify health staff of any changes to existing or newly created exemptions that require additional data entry.

What's next

Task complete! No additional steps or actions are needed.
