

ACEMAPP PRE-SUBMISSION CHECKLIST

For School Review Before Student Documentation Is Uploaded

Review the documentation itself, not only the ACEMAPP completion status. Every required item must be current, complete, legible, and matched to the correct student.

1 REQUIRED FOR HFH CLEARANCE

☐ Seasonal Influenza

Documentation of the current approved seasonal influenza vaccine.

☐ Tdap / Tetanus-Diphtheria-Pertussis

Confirm a documented adult Tdap and that submitted documentation is valid and current.

☐ MMR Immunity or Vaccination

Two documented MMR doses, or acceptable proof of immunity for measles, mumps, and rubella.

☐ TB Screening

Include a negative QuantiFERON, T-Spot, or completed approved TB screening record with the actual result/documentation.

2 VALIDATE BEFORE UPLOAD

☐ Student match

Name and date of birth match across all documents.

☐ Complete records

All required pages, dates, doses, and results are included.

☐ Validity

Series are complete; required items are not missing, overdue, or expired.

☐ Legibility

Records are readable and clearly identify the vaccine/test and date.

☐ Titers

If used, laboratory results clearly show acceptable immunity.

☐ Exemptions

Required exemption forms and supporting documentation are included.

RECOMMENDED BY HFH POLICY

- COVID-19
- Hepatitis B
- Varicella

HFH may request proof of immunity and/or vaccination as needed.

RETURN / HOLD THE SUBMISSION IF

- Required documentation is missing, incomplete, illegible, or does not match the student.
- A required vaccine/test is marked overdue, or the submitted series is incomplete.
- A titer or TB form is submitted without a clear supporting result.

FINAL CHECK: Please do not upload the packet until every required item above has been reviewed and verified.