



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: May 31, 2023
To: Local Educational Agency Leads
Route To: District Registrars, District Homeless Liaisons, Principals, School Nurses, District Staff with Enrollment Responsibilities
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Translation of Student Immunization Records

This information is being provided to aid local educational agencies (LEA) with the enrollment and admission of students presenting records, including immunization records, in a language other than English.

The New Jersey Department of Health (NJDOH) sets forth regulations pertaining to public health and safety that also impact certain school district operations. Pursuant to [N.J.A.C. 8:57-4.5\(e\)](#), children transferring into a New Jersey school, preschool, or childcare center from out of state or out of country shall be allowed a 30-day grace period to submit required immunization documentation before the child is placed on provisional status or disallowed admittance into a school building. Pursuant to [N.J.A.C. 8:57-4.6](#), all immunization records submitted by a parent or guardian in a language other than English are required to be accompanied by a translation sufficient to determine compliance with the immunization requirements.

The NJDOH has provided [additional guidance](#) that any person can translate a foreign immunization record as long as compliance with New Jersey's immunization requirements can be determined. The NJDOH does not require the translation to come from a healthcare provider; however, all translations must include the printed name and signature of the translator. Additionally, the Centers for Disease Control provides a [resource webpage](#) to assist with determining foreign vaccines.

To assist parents and school districts to identify available supports for translation services, the New Jersey Department of Education (NJDOE) has created a [Translation Services resource](#) with a list of entities in each county that provide translation services at little or no cost.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group