**Instructions for Completing the**

**“Immunization Record”**

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|  1.  Give the *“Immunization Record”* form to your doctor and ask for him or her to complete all required sections marked and to sign and date the form at the bottom**.** The form must be filled out in English, and any attached documents must also be in English.  Also, the doctor must indicate the month, day, and year of each vaccination, NOT just the age of the patient when the vaccine was given. 2.**If you are 17 years old or younger**, your parent or guardian must sign under the section that says *“For treatment of students age 17 years and younger.”*This gives **Longwood University Student Health and Wellness** **Center** permission to treat you if you are sick or hurt. 3.If you decide NOT to have the Hepatitis B vaccine, you must sign under the section that says*“Hepatitis B Vaccine**Waiver.”*If you decide NOT to have the Meningitis vaccine, you must sign under the section that says*“Meningitis Vaccine Waiver.”***The following links provide information about Hepatitis B and Meningitis  diseases and some of the risks to help you make your decision  [http://www.cdc.gov/hepatitis/index.htm](https://owa.longwood.edu/OWA/redir.aspx?C=xxuU_kSJVEKQ3uhtcY1OLTzfEOFMis9I0_YKNPtVqsTBQ2onBq_a1SaTyvmfANBG9-kMcigu9CA.&URL=http%3a%2f%2fwww.cdc.gov%2fhepatitis%2findex.htm" \t "_blank)   [http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm](https://owa.longwood.edu/OWA/redir.aspx?C=xxuU_kSJVEKQ3uhtcY1OLTzfEOFMis9I0_YKNPtVqsTBQ2onBq_a1SaTyvmfANBG9-kMcigu9CA.&URL=http%3a%2f%2fwww.cdc.gov%2fvaccines%2fvpd-vac%2fmening%2fdefault.htm" \t "_blank)**  Please read this information and talk with your doctor before you sign the paper. 4.  If you have any questions, please contact **Ms. Margo Potts, the Director of the Student Health and Wellness Center.**  The phone number of the office is **(434) 395-2102**.  You can also visit their webpage **(**[http://www.longwood.edu/health](https://owa.longwood.edu/OWA/redir.aspx?C=xxuU_kSJVEKQ3uhtcY1OLTzfEOFMis9I0_YKNPtVqsTBQ2onBq_a1SaTyvmfANBG9-kMcigu9CA.&URL=http%3a%2f%2fwww.longwood.edu%2fhealth" \t "_blank) **)**for more information.   |