

# School & Childcare Disease Reporting Instructions

Updated 09.10.2025



HEALTH DIVISION  
DAVID COULTER  
OAKLAND COUNTY EXECUTIVE

Oakland County Health Division

Communicable Disease Unit

248-858-1286

[cd@oakgov.com](mailto:cd@oakgov.com)

Michigan Law requires schools and childcare centers to report specific diseases according to Act No. 368 of the Public Acts of 1978, which states that physicians, laboratories, **primary and secondary schools, child daycares**, and camps are required to report the occurrence or suspected occurrence of any disease, condition or infections as identified in the Michigan Department of Health and Human Services (MDHHS) CD rules to your LHD within 24 hours.

The creation of consistent reporting procedures and measures across all schools within one district or across the state will allow the rapid detection of unusual changes or trends in student health. It is important for schools to report to their LHD for many reasons, including:

- To identify disease trends, outbreaks and epidemics.
- To enable preventative treatment and/or education.
- To target prevention programs, identify care needs and allocate resources efficiently.
- To inform epidemiological practice and research.
- To evaluate the success of long-term control efforts.
- To assist with local, state, national, and international disease surveillance efforts.

[MDSS Managing Communicable Diseases in Schools](#)

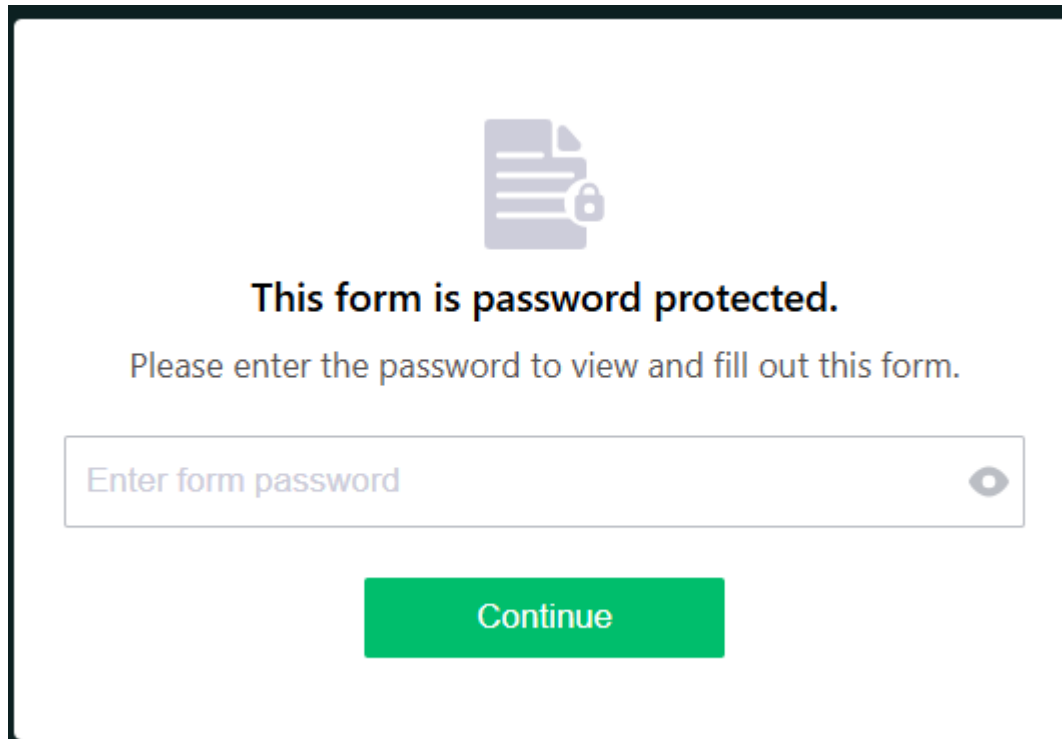
[Michigan Public Health Code](#)

# Accessing LHD Connect

<https://hipaa.jotform.com/252156192634154>

(Bookmark this site!)

- Enter password provided by OCHD



The screenshot shows a white rectangular box with a black border. At the top center is a grey icon of a document with a padlock. Below the icon, the text reads: "This form is password protected." followed by "Please enter the password to view and fill out this form." Below this text is a white input field with a grey border and a small grey eye icon on the right side. The placeholder text inside the field is "Enter form password". Below the input field is a green rectangular button with the word "Continue" written in white text.

# Accessing LHD Connect

- Re-enter password to access the reporting form:

## School and Daycare Communicable Disease Report

This form is now serving as the PRIMARY form for collecting communicable disease data. Thank you for submitting the weekly communicable disease report for your school or daycare. Your continued effort in reporting communicable diseases in schools and daycares is very important to the health of Oakland County.

*If you have not received a password, please reach out to OCHD's Communicable Disease Unit.*

Email: [cd@oakgov.com](mailto:cd@oakgov.com) or Phone: (248) 858-1286

Please enter the password to access the form. \*



# Find Your School

- Choose district and building from drop down menus. If you do not see your building in the dropdown, contact OCHD at [cd@oakgov.com](mailto:cd@oakgov.com) / 248-858-1286

District and School/Daycare \*

Avondale ▼

Avondale High School ▼

\*Note that some schools/childcare facilities will be listed under these categories, rather than the name of the district where they are located.



- Non-Public
- Charter (Public)
- Early Learning
- Technical School


# Enter Reporting Week

- Click Week Ending date you are reporting for (will always be a Friday; please try to enter no later than Wednesday of the following week)
- Enter total current school enrollment number

### Weekly Illness Report

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Week Ending: \* Current School Enrollment Number: \*

MM-DD-YYYY  e.g., 23

- If there were no students out ill for the week you are reporting, click No new diseases to report this week.

Check this box if you have no cases to report this week.

No new diseases to report this week.

# Weekly Aggregate Reports

- For the next section, fill in number of students reported absent for each illness, *as reported by parent/guardian*. **Please contact the OCHD Communicable Disease unit if you are unsure how to classify an illness/symptom.**

Here are some examples:

- Gastro-Intestinal (stomach) – nausea, vomiting, diarrhea, upset stomach, stomachache, “food poisoning” with no specified organism, “stomach flu”
- Strep throat, Influenza, COVID19, RSV, Pneumonia are specific diagnoses that a parent may report
- Flu-like/Other respiratory illness – cough, sore throat, stuffy nose, nasal congestion, sneezing – with no specific disease/pathogen reported. Respiratory symptoms.
- Rash Illnesses – any rash with no specific disease/pathogen
- Other Illnesses – fever, headache, muscle ache, fatigue, general “doesn’t feel good”, pink eye, HFM, any symptom that does not fit in one of the categories above

**Number of Gastro-Intestinal (Stomach) Illnesses:**

**Number of Strep Throat Illnesses:**

**Number of Confirmed Influenza Cases: \***

**Number of COVID-19 Cases:**

**Number of Rash Illnesses:**

**Number of RSV Illnesses:**

**Number of Pneumonia Illnesses:**

**Number of Flu-Like/Other Respiratory Illnesses:**

**Other Illnesses (Include name of illness and number of students) \***

**Illness Name**

**# of Students**

\*In this case “confirmed” means that parent/guardian mentioned the diagnosis specifically.

\*Include any symptom/illness parent/guardian mentioned that is not listed above or under Individual Illness Report – e.g., Pink Eye

# School Closure

Is your school closed due to illness? \*

Yes

No

\*OCHD does not generally make the decision to close a school outside of an official Public Health Order. However, we are happy to consult regarding infection control measures when there is widespread illness.

If school is closed due to vacation/holiday, no need to submit report

# Individual Illness Reporting

## Individual Illness Report

Please report any individuals with these illnesses: Measles, Mumps, Rubella, Pertussis (whooping cough), Haemophilus influenza Type B (HiB), Meningitis (bacterial and viral), Encephalitis, Hepatitis, Tuberculosis, or Chickenpox.

Do you have any individual illnesses to report? \*

Yes

No

Student Name

- Please include all requested information so OCHD CD unit can follow up with parent/guardian and provider:
  - Disease (drop down menu): measles, mumps, rubella, pertussis, meningitis, encephalitis, hepatitis, tuberculosis, chickenpox
  - Student name, date of birth, name of disease, address, parent/guardian name/phone
- ❖ It is also helpful to **give us a call** so we can respond quickly, especially in cases where contact tracing, post-exposure medications/vaccines, and/or school exclusions may be recommended. **248-858-1286**

# Submit Your Report

**Submitted By: \***

Submitter First Name

Submitter Last Name

**Phone Number \***

Please enter a valid phone number.

**Email \***

example@example.com

Please contact the CD unit at 248-858-1286 or [cd@oakgov.com](mailto:cd@oakgov.com) with any additional comments or questions.

# Download a PDF for your records



## Thank You!

Thank you for submitting the weekly communicable disease report for 09-12-2025 for Auburn Hills Auburn Hills Christian School. Your continued effort in reporting communicable diseases in schools and daycares is very important to the health of Oakland County.

**You will need a password to open the PDF of your report.** When prompted, enter the following password to access your report:

**Report1234!**



6333279509911945645-Oakland County- Weekly School and Day...

Download PDF

# Save a PDF for your records

Password required

This document is password protected. Please enter a password.

Submit

Password to download report is same as LHD Connect login password



Wednesday, September 10, 2025

## School and Daycare Communicable Disease Report

Save the PDF for your records

Today's Date

<input type="text" value="06-04-2025"/>	<input type="text" value="03:03"/>	<input type="text" value="PM"/>
Date	Hour Minutes	

Submit

Date and time will auto-fill. Once you submit, there is an option to download and save a PDF of your report if you choose.

**Call OCHD's Communicable Disease Unit with questions  
248-858-1286**

# OCHD Communicable Disease Unit Team:

## CD Chief:

Christie Clement-Halladay, RN, MSN

## Epidemiologists:

Melissa (Ann) Williams-Bowman, MPH

Brionna Powell, MPH

Jarrold D'Valentine, MPH

## Nursing Supervisor:

Jamie Benoit, RN, MPH

## Office Assistants:

Jody Smith

Jason Scott

## Public Health Nurses:

Erin Moran, RN

Jaime Hulse, RN

Kathy Cueny, RN

Kate Joseph, RN

Qiana Monts, RN

Lindsey Binder, RN

# Helpful Resources

<https://www.oakgov.com/community/health/public-health-services/disease-prevention>

[Oakland County Respiratory Illness Dashboard](#)

[MDHHS Managing Communicable Disease in Schools](#)

[LHD Connect Disease Reporting Link for 25-26 School Year](#)

# Daily Illness Log Template

1	<b>Week End Date (Friday)</b>	<b>6/6/2025</b>	
4	<b>Strep Throat</b>		
5	<b>Influenza</b>		
6	<b>Covid 19</b>		
7	<b>Rash illness</b>		
8	<b>RSV</b>		
9	<b>Pneumonia</b>		
10	<b>Flu like/ Other Respiratory</b>		
11	<b>Other / Unspecified Illnesses</b>		
12	<b>Total Number Individual Reported</b> (Measles, Mumps, Rubella, Pertussis, HiB, Mening, Eneph, Hep, TB, CPOX)		



HEALTH DIVISION

**North**  
**Oakland Health Center**  
1200 N. Telegraph Rd  
Pontiac, MI 48341  
Phone: 248.858.1280

**South**  
**Oakland Health Center**  
27725 Greenfield Rd  
Southfield, MI 48076  
Phone: 248.424.7000

NURSE ON CALL PUBLIC HEALTH INFORMATION  
800.848.5533 NOC@OAKGOV.COM

OAKGOV.COM/HEALTH



@PUBLICHEALTHOC



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*The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or disability. State and federal eligibility requirements apply for certain programs.*