

MEMORANDUM

TO: Illinois Schools

FROM: IDPH Communicable Disease Section

DATE: May 7, 2026

RE: Cooperation with Local Health Departments During Communicable Disease Investigations

The Illinois Department of Public Health (IDPH) Communicable Disease Section issues this memorandum to remind all school administrators and school health personnel of their legal obligation to cooperate promptly and fully with local health departments during communicable disease investigations. Timely collaboration is essential to protect the health of students, staff, families, and the broader community, especially during highly infectious communicable disease exposures or outbreaks like measles.

School personnel play a key role in identifying early cases of communicable diseases and ensuring rapid reporting and coordination with local health departments. Delays in reporting or hesitation to provide important information relating to the investigation can significantly hinder disease control efforts.

Authority to Access Records – 77 Ill. Adm. Code 690.30

Schools must provide immunization records, health information, and other relevant documentation immediately when requested by the local health department. Under [Section 690.30 of the Illinois Communicable Disease Code](#), local health departments and IDPH are authorized to inspect, review, and obtain copies of medical, immunization, and health-related records necessary to investigate, control, or prevent communicable diseases.

This authority applies to records maintained by schools, childcare facilities, healthcare providers, employers, and other institutions. This important information helps health officials quickly identify persons susceptible to diseases (i.e., not immune and at risk of infection) to prevent further spread of the disease, and when done promptly, can allow them to receive post-exposure prophylaxis to prevent disease or lessen the severity. In addition, under this law, schools are required to report identifiable information on students and staff, including name and contact information, seating charts on buses and classrooms, and rosters for extracurricular activities for any notifiable disease or condition, including measles, to IDPH or the local health department. Schools must provide such records without delay, as confidentiality protections do not prevent disclosure for public health purposes.

Authority to Implement Control Measures for Measles – 77 Ill. Adm. Code 690.520

[Section 690.520 of the Illinois Communicable Disease Code](#) outlines control measures specifically for measles cases and exposures. Under Section 690.30(c), schools must comply with and support all measles-related public health actions outlined in this law as directed by the local health department. These actions may include identifying exposed individuals, assisting with monitoring and follow-up, and enforcing exclusion of susceptible or symptomatic persons. Schools must implement any mitigation or containment measures deemed necessary by public health authorities. Because the measures outlined in Section 690.520 apply only to measles, schools must refer to other relevant sections of the Communicable Disease Code for requirements related to other diseases, such as varicella, mumps, pertussis, and salmonella.

Mandatory Notification of Suspected Communicable Diseases

Schools are required to immediately notify their local health department when a student presents with symptoms consistent with a reportable communicable disease—such as fever with rash concerning for measles—prior to the student returning to school.

Importance of Timely Cooperation

Rapid access to immunization records and early notification of suspected cases allow public health officials to contain infectious diseases quickly and effectively. Delays can result in wider exposure, increased spread of infection, and substantial operational and community disruption.

Required School Actions

- Ensure school health staff can recognize symptoms of diseases requiring urgent reporting.
- Maintain up-to-date contact information for the local health department.
- Provide immunization and health records to local health departments immediately upon request.
- Assist in identifying exposed individuals and implementing control measures.
- Enforce exclusion directives when instructed by public health authorities.

Resources

[Part 690 Control of Notifiable Diseases and Conditions Code](#)
[Communicable Disease School Nurse Guidance](#)
[Illinois Local Health Department Directory](#)

Contact Information

For additional information, please contact your [local health department](#) or the IDPH Communicable Disease Section at 217-782-2016.