


To upload your child's Vaccine Record Form or replace a rejected record, please follow the steps below. You can also submit via email [recreation@orangetown.com](mailto:recreation@orangetown.com) or fax 845-359-6991.

1. Log in to your Community Pass account [here](#).
2. At the top left corner of the screen, click "My Account".
3. Going down the left side of the screen, click "Requirements & Documents".
4. Click on "Choose File to Upload" or "Replace Rejected File".
5. Repeat step 4 for each child.



# Town of Orangetown

### My Account

- [View/Pay Balances](#)
- [Payment Methods](#)
- [Account Information](#)
- [View Registrations](#)
- [Requirements & Documents](#)**
- [Family Merge](#)

### Requirements & Documents

Below are requirements for your current registrations. Note that your registration receipts also include information about outstanding requirements. Some requirements may have the option to upload electronically. All uploaded documents are encrypted and securely stored. Only documents uploaded to your account will be listed. Documents that were provided in paper format will not be listed.

#### CHILD 1

##### Orangetown Recreation

Programs	Registration	Requirements	Uploaded Documents	
Orangetown Recreation - Orangetown Day Camp: Orangetown Day Camp Session 1	01/31/2024	<b>Required Vaccination Record Upload</b> - The New York State Department of Health requires vaccination records to be submitted for every child prior to their attending summer camp. A Health Care Provider's immunization record must be uploaded via Community Pass. Immunization Records, and other medical documents (if applicable), must be submitted no later than Friday, May 31st, 2024. Acceptable submission methods include uploading to your Community Pass account, emailing <a href="mailto:recreation@orangetown.com">recreation@orangetown.com</a> or faxing 845-359-6991. Mails are not accepted. For questions, please call our office at 845-359-6503.	<b>Choose File to Upload</b>	✓

#### CHILD 2

##### Orangetown Recreation

Programs	Registration	Requirements	Uploaded Documents	
Orangetown Recreation - Orangetown Day Camp: Orangetown Day Camp Session 1	01/31/2024	<b>Required Vaccination Record Upload</b> - The New York State Department of Health requires vaccination records to be submitted for every child prior to their attending summer camp. A Health Care Provider's immunization record must be uploaded via Community Pass. Immunization Records, and other medical documents (if applicable), must be submitted no later than Friday, May 31st, 2024. Acceptable submission methods include uploading to your Community Pass account, emailing <a href="mailto:recreation@orangetown.com">recreation@orangetown.com</a> or faxing 845-359-6991. Mails are not accepted. For questions, please call our office at 845-359-6503.	<b>Winter Faceb...</b> Rejected 2/9/24 <b>Replace Rejected File</b>	✓