

KDHE Report for Immunization Compliance (Kindergarten)

How to find out number of current Kindergarten Students

- Office
- Attendance
- Reports
- Enrollment Report
- Enrollment Report- click "Clone" on right menu
- Name the report, "Current Enrollment numbers"
- Leave ranges as they come up
- Under Report printing options, uncheck "Total Special Ed Students Separate from Mainstream Students"
- Save and Print
- total enrollment will be on the far-right column per grade level,
- look for the K row
- The last column is the total Kindergarten enrollment

How to print a Vaccine Waiver Report

- Office
 - Vaccinations
 - Reports
 - Vaccination-VA
 - Scroll to bottom and choose "vaccination report" and clone on right
 - Name it, "Kindergarten Waivers"
 - Under Report Type:
 - make sure "range" is chosen,
 - click on the "ranges" button
 - Click "individual grades"
 - click on "grade level" button
 - and choose "K" in the list,
 - SAVE
 - Next to student status, choose "active students only",
 - other ranges leave "as is"
 - SAVE
 - Vaccination Ranges,
 - Check, "print all vaccination types"
 - choose "with selected waivers only"
 - next to "waivers", other fields are fine unchanged
 - Open Report Printing Fields,
 - print dose quantity can be left checked,
 - check "print waiver expiration date",
 - make sure next to print it says "both report and summary"
- Scroll to top and on right menu choose "save and print"

If your survey asks for 30 random records, use this report

- Office

- Vaccinations
- Reports
- Vaccination-VA
- Scroll to bottom, choose “vaccination report” and clone on right
- Name it: “Kindergarten Survey Random Records”
- Report Type,
- Range
- Ranges
- Grade level
- Select grade level and choose only K, then SAVE
- Active students only, then SAVE
- choose grade level, click on grade level and choose only K, save, choose active students only, save again
- Additional Student Ranges Section “as is”
- Vaccination Ranges is Section “as is”
- Open Report Printing Fields
- In Columns on Report:
 - “Student Name and Student Key”
 - click “remove all” to right of that
 - Click add to the right of the “columns on report” box and
 - choose “Birth Date” and
 - click “ok”
- Choose:
 - Print Dose Quantity
 - Print out of compliance details
 - Print waiver expiration date
- Next to “Print,” choose “report only”
 - Now you will have all Kindergarten vaccine records with only a birth date listed, no names or other identifying info will print.
 - choose the first 30 records (or last 30 records if you choose)
 - Only print those pages (you may have part of the 31st record on the last page) to transmit to KDHE.
 - There will be several records per page, typically 3-4 records are on each page (some records will be split on 2 pages).