Immunization Certificate Report

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The Immunization Certificate Report provides a listing of students who have met immunization compliance on the basis of a valid certificate, rather than the dates and numbers of immunizations.

> In order for the report to generate, all individuals included in the report must have a birth date entered on their Identity record. If a birth date is not entered, an error message displays after generating the report.
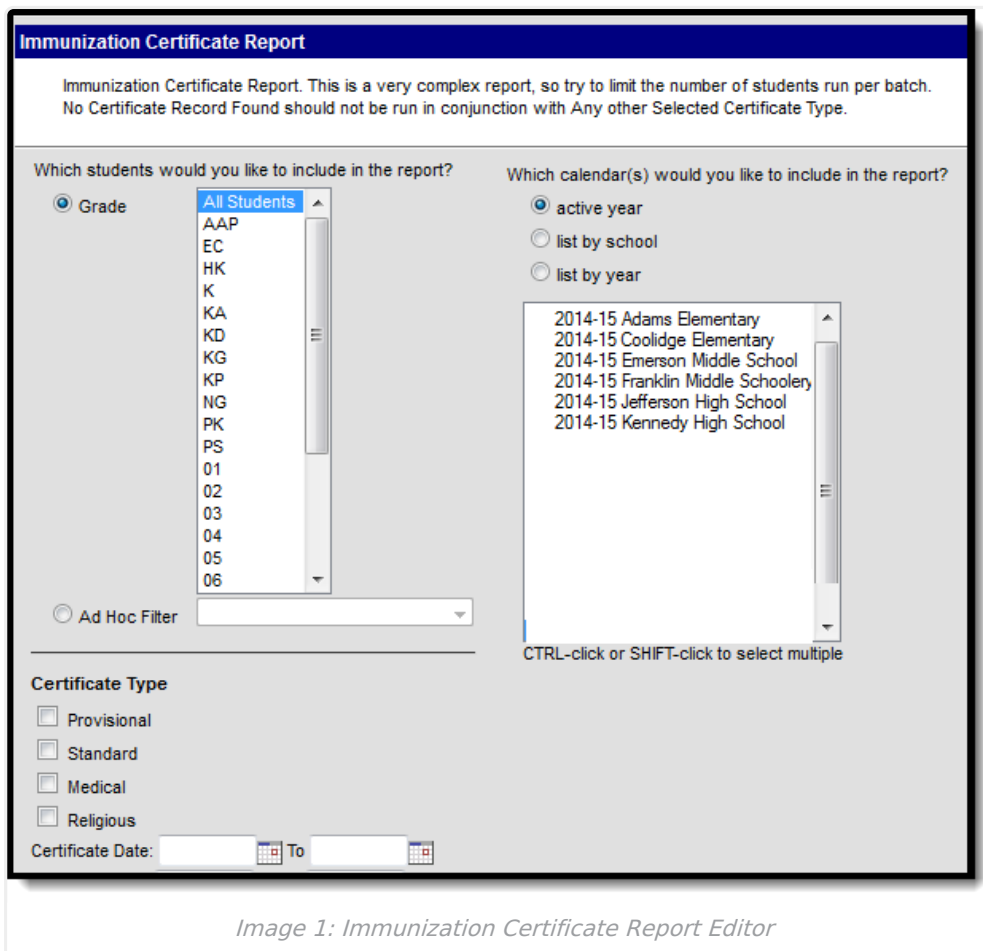

Image 1: Immunization Certificate Report Editor

Report Logic

This report uses information from the student's Immunizations tool for data. The following situations will report:

- Students who do not have an immunization certificate record.
- Students who have a certificate with an expiration date that falls into a range of dates defined by the user.
- Students who have a certificate where the date that falls into a range of dates defined by the user.
- Students who have a particular type of certificate.

If a student has two enrollments where one has an end date and the other does not have an end date:

- If the End Date is before the current date, the enrollment is not used in the report.
- If the End Date is equal to or after the current date or is null, the enrollment is used in the report.

Report Editor

The following defines the options available on the Immunizations Certificate Report.

Field	Description
Student Selection	Students can be selected by either a Grade Level or an Ad hoc Filter. If choosing a grade level, only those grades in the calendar selected in the Campus toolbar are listed. If choosing an ad hoc filter, only those students included in the ad hoc filter will be included in the report, if they meet the other selected requirements.
Certificate Type	Determine which types of immunization certificates to include on the report. These types are assigned to immunization records as Waivers. The options listed may not be available in all districts. To return certificates between a certain date range, enter the to and from dates in the **Certificate Date** field in *mmddyy* format, or use the calendar icon to select a date. A date range for the **Expiration Dates** can also be entered. To return student names where no certificate record is found, mark the **No Certificate Record Found** checkbox.
Sort Options	The report can sort students included on the report by **Grade l**evel, **Student Name** or **Certificate Type**.
Calendar Selection	Select which calendars to include in the report. The calendar selected in the Campus toolbar is automatically selected. Calendars can be selected by active year, by school or by year.

Generate the Report

1. Select the **Grade level** of the students to include on the report from the dropdown list. Or, select an Ad hoc filter.
2. Select the **Certificate Type**.

3. Enter the **Certificate Date** range to provide a specific starting point and ending point.
4. Enter the **Expiration Date** range.
5. Select the **Sort Options** for the report.
6. Select the **Calendars** to include on the report.
7. Click the **Generate Report** button.

The report will appear in PDF format, listing the students with the matching criteria entered.

11-12 **High School** 06/11/2012 03:18:10 PM	**Immunization Certificate Report**		

11-12 High School

Grade	Student	Expiration Date	Certificate Date	Certificate Type
10	Student, Mercedes	07/11/2012	07/11/2011	Medical
10	Student, Kia			
10	Student, Passat	10/05/2012	10/05/2009	Religious
10	Student, Malibu			
10	Student, Prius	08/04/2012	08/04/2011	Religious
10	Student, Harley			
10	Student, Jetta			
10	Student, Stanza	08/10/2011	08/10/2011	Provisional
10	Student, Buick			
10	Student, El Camino			
10	Student, Cobalt	07/11/2012	07/11/2011	Provisional
10	Student, Jeep	07/11/2012	07/11/2011	Provisional
10	Student, Bentley			

Image 2: Immunization Certificate Report - PDF Format