

# Quick Reference Guide

## Printing Immunization *Follow-Up Letter(s) with mailing labels* and/or *excel* report in Welligent

There are several reports now that are designed to generate the **Notification of Immunization(s) Due letters** and they are located in the **Immunizations/Other Health reports**. The Report Category is accessible to office staff, Licensed Vocational Nurses (LVN), School Nurses (RN)

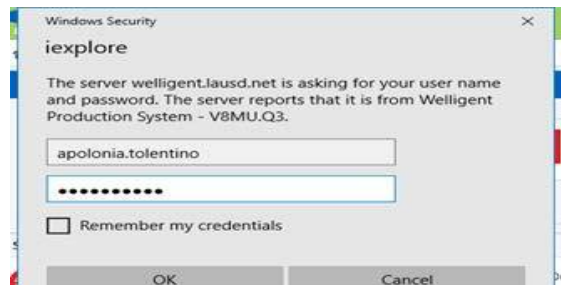
The letter has the school's name and address, student's name, current date, date of exclusion, immunization needed marked, school telephone and fax numbers, principal name and school nurse's name signed in to Welligent.

- **Rpt ID 3045:** for all students following up with the current requirements.
- **Rpt ID 3172:** Immunization Follow-Up Letters for all Kinder Levels (K TK, TKE, UTK)

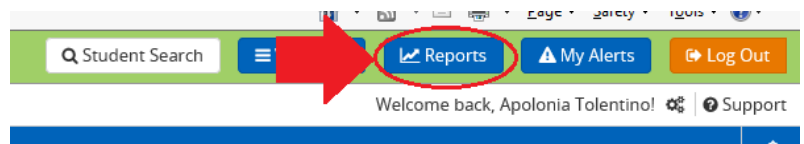
### **FOR NEXT SCHOOL YEAR'S FOLLOW-UP:**

- **Rpt ID 2995:** 5<sup>th</sup> grade culminating to 6<sup>th</sup> grade in a different school
- **Rpt ID 2983:** All 6<sup>th</sup> grade and Pre-school students
- **Rpt ID 2996:** 8<sup>th</sup> grade culminating to 9<sup>th</sup> grade to a different school

Log-in to Welligent (<https://welligent.lausd.net>) using your Single Sign-On (SSO) user name and password



### Click Reports



<input checked="" type="checkbox"/>	Immunization Follow Up for Kindergarten (TKE, TK, K) ONLY	Immunization Follow Up for Kindergarten (TKE, TK, K) ONLY	3172	Health/Medical Reports
<input checked="" type="checkbox"/>	Immunization Follow-Up - 10-day Notification	Immunization Follow-Up - 10-day Notification	3045	Health/Medical Reports

The reports are alphabetically arranged but the Rpt ID code may be searched using the filter

Report ID:

**Stock Reports** Search

Search Criteria

Report Category: Immunization/Other Health Rpts(Custom Grouping) ▾

Keyword:  (Note: To search for multiple keywords, separate entries by a comma (e.g., Active, Code))

Report ID:

Find Dashboards:

Click the  and select the filter values. Click **Run** to generate letters; **Excel** to generate a roster

**Reports**

**Immunization Follow-Up - 10-day Notification(3045)**  
*Health/Medical Reports*

Schedule **Run** Excel (+) Hot List Reset Close

Report Engine: PLSQL Procedure  
 Report Description: Immunization Follow-Up - 10-day Notification

Filter	Value
Region	All Districts
Campus	1ST ST EL
Grade	02nd
Home Room	
Student Id	<input type="text"/> L X
Excel Output	

Print Letters(10 days)		Print Letters(Today)								
Campus Name	School	Location Code	Print	Last Name	First Name	Home Room				
.ST ST EL	1ST ST EL	1ST ST EL	<input checked="" type="checkbox"/>	A	E	1				

Print Mailing Labels		Print Letters(10 days)		Print Letters(Today)		Select All					
District	Campus Code	Campus Name	School	Location Code	Print	Last Name	First Name	Home Room	Student Id	Age	Dob

Click the box next to **Select All** to include all students. If selecting two or more students, click the box next to the student's name. If a student name is listed several times, because of multiple immunizations due, the box only need to be clicked once.

Click Print Letters (10 days) when sending the letters for the first time or Print Letters (Today) if student is being excluded the same day (2<sup>nd</sup> notification)

Print [Mailing Labels](#) is for mail-merge (Word) to print labels