

**QUICK REFERENCE GUIDE FOR
COMPLETING THE STATE IMMUNIZATION ASSESSMENT REPORT:
Pre-Kindergarten (Child/Care Preschool), Kindergarten & Seventh Grade**

Generate Welligent Report/s FIRST

Welligent immunization count data have a time-lag of one day.

Pre-Kindergarten (Child Care/Preschool), Welligent Rpt ID 3063. This report contains data from the Pre-School programs using **MiSiS** and **EESIS** (Early Education Student Information System).

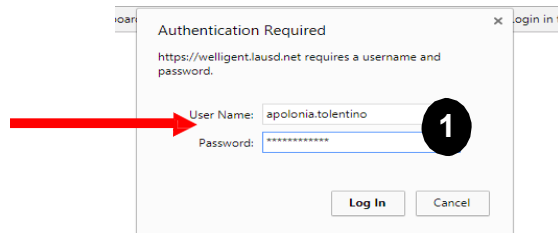
Kindergarten (cumulative counts for TKE, TK, K), Welligent Rpt ID 3047

Seventh Grade, Welligent Rpt ID 3046

After generating the Welligent reports, go to the [Reporting Site](#)

Detailed Instructions:

Step 1 Log into Welligent at <https://welligent.lausd.net>, using your single sign-on (SSO) account.



Step 2 Click **Reports**
Clear the Report Category and use the Report ID field.
Enter **3046** for Seventh Grade Annual Immunization Report
Click the check mark to the left of the appropriate report

Select	Report Name	Report Description	Report ID	Category
<input checked="" type="checkbox"/>	Seventh Grade Annual Immunization Report	Seventh Grade Annual Immunization Report	3046	Clinic Reports

- Step 3** Select **Campus** name
- Step 4** Click **Run**

Reports

Seventh Grade Annual Immunization Report(3046)
Nursing Management Reports

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

Report Engine: Print Listing
 Report Description: Seventh Grade Annual Immunization Report

Filter	Value
District	All Districts
Campus	Adams MS

Step 5 See below for a sample **Seventh Grade Annual Immunization Report**.

LAUSD ADMINISTRATION DISTRICT
 333 South Beaudry Avenue
 Los Angeles CA 90017

SEVENTH GRADE ANNUAL IMMUNIZATION REPORT

Report Criteria																				
District																				
Location																				
Create PDF																				
District	Cost Center	Location Code	Location Name	Total number of Seventh grade Students	Requirements Met Varicella	Requirements Met Tdap	Permanent Medical Exemption Varicella	Permanent Medical Exemption Tdap	MD/DO Verification of Varicella Disease	IEP Services Varicella	IEP Services	IND Varicella	IND Tdap	Home Varicella	Home Tdap	Conditional Varicella	Temporary Medical Exemption Varicella	Temporary Medical Exemption Tdap	Overdue varicella	Overdue Tdap
East	1256201	2562	BROOKLYN AVE EL	61	59	60	0	0	0	1	0	0	0	0	0	0	0	0	1	1

Note: The numbers in the Overdue columns (one for Varicella and one for Tdap) contain the number of non-compliant students. If the number is a zero, it means, all students are 100% compliant. The number within the Permanent Medical Exemption, IEP Services, Conditional Entrant and Temporary Medical Exemption are not counted in this column. The column, Students are missing doses found in Pre-Kindergarten, Kindergarten and 1st grade reports are all students missing doses which include the students counted in the Overdue and the previous several columns (exemptions, IEP, conditional). To find out the student names that are included in the Overdue column, generate report ID 3045; for kindergarten, use Rpt ID 3172 which includes K, TK and TKE.

Step 6 Submit a copy of the report to your Region Nursing Office

[Reporting site with quick guides - https://cairhub.cdph.ca.gov/home](https://cairhub.cdph.ca.gov/home)