

INSTRUCTIONS FOR COMPLETING THE IMMUNIZATION ASSESSMENT OF KINDERGARTEN STUDENTS—ANNUAL REPORT ONLINE

FIRST STEP: CONFIRMING YOUR INFORMATION

1. After logging in, you will see a screen with your school's name, physical and mailing addresses. Check to see if they are correct.

2a. If the information is *not* correct, click on the "Edit School Info" button on the bottom. You will be able to correct the school name, physical address and mailing address.

2b. Once the information has been corrected, click "Update" at the bottom to proceed.

3. If the information is correct, proceed to next step.

SECOND STEP: DETERMINING ENROLLMENT

Determine whether your school has kindergarten children enrolled this year.

NO ENROLLMENT

1a. If your school *does not* have kindergarten enrollment this year, has never had a kindergarten enrollment, or is closed, click on the arrow next to the question "Do you have kindergarten students enrolled this year?" to select "*no*".

1b. If you selected "*no*" select a reason from the drop down menu next to "If not, why".

ENROLLMENT

2a. If your school *does* have kindergarten children enrolled this year, click "Confirm" at the bottom.

THIRD STEP: SUBMITTING THE SCHOOL SUMMARY SHEET

You will be taken to the Immunization Assessment of Kindergarten Students—Annual Report School Summary Sheet page. You will be able to see the school identifying information you submitted at the top of the page.

(over)

NO ENROLLMENT

1a. If you do not have enrollment, the school summary sheet will automatically populate with zeros. Enter your name, phone number and email address. Click "Submit" at the bottom of the page.

1b. You will be prompted again to confirm. If you will be reporting on another school, select "Another school entry" and repeat steps 1-3. If you will not be reporting for another school, please print a copy for your records. Congratulations, you have completed the report online!

ENROLLMENT

2a. Links to the following instructional documents are available to download online: [How to Complete the Online School Summary Sheet](#), the [Immunization Assessment Worksheet](#), the [Guide to Immunizations Required](#) and [Frequently Asked Questions](#).

2b. Once you complete the online summary sheet, enter your name, phone number and email and click "Submit" to send the report.

2c. You will be prompted again to confirm. If you have another school to enter, click "Another school entry" and repeat steps 1-3. If you will not be reporting for another school, please print a copy for your records. Congratulations, you have completed the report online!

HELP

If you need further assistance, please contact the Immunization Branch at, 510.620.3757 or 510.620.3746.