

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

Generate Welligent Report/s **FIRST**

Welligent immunization count data have a 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 ECED (Early Childhood Education Division App).

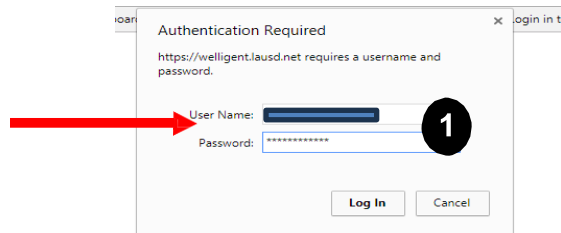
Kindergarten (cumulative counts for TKE, TK, K), Welligent Rpt ID 3047

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
☒	Kindergarten Annual Immunization Report	Kindergarten Annual Immunization Report	3047

Step 3 Select **Campus** name

Step 4 Click **Run**

Kindergarten Annual Immunization Report(3047)		Schedule	Run	CSV
Health/Medical Reports				
Report Engine:	Print Listing			
Report Description:	Kindergarten Annual Immunization Report			
Filter	Value			
Region	All Districts			
Community of Schools	All COS			
Campus	TH ST EL			

KINDERGARTEN ANNUAL IMMUNIZATION
REPORT

Print	
Report Criteria	
Region	
Community of Schools	
Campus	118th St El

Region	Community of Schools	Cost Center	Campus Code	Campus Name	Location Code	Location Name	Total number of Kindergarten Students	Requirements Met	PME- Permanent Medical Exemption	IEP Services	IND	Home	Conditional	TME - Temporary Medical Exemption	Overdue	Missing Doses by Vaccine	Polio	Dta	MMR	HepB	VAR
region 0uth		J		EL		ST DTS	11	10	0	0	0	0	1	0	0	1	0	1	0	0	0
region 0uth				1 EL		EL	97	87	0	0	0	0	2	0	8	10	6	8	6	3	7

The number in the Overdue column contains the count of non-compliant students. If the number is a zero, it means, all students are 100% compliant. **Students are missing doses** column is the total of Overdue, with Medical Exemption, IEP or Conditional. To find out the student names that are included in the Overdue column, generate report ID 3045 for Pre-School, 1st-12th grade; For Kindergarten, use Rpt ID 3172 which includes K and TK.

To find out the names of all students with Conditional Status and with Exemption, generate Rpt ID 2982 (for Pre-K, 7th and other grade levels) and Rpt ID 3173 for all Kindergarten (TK, and K combined). Student names that are on Conditional Status do not appear on Rpt ID 3045 until about 2 weeks before the Conditional period ends. Please refrain from following up on the students on Conditional Status with more than 2 weeks before they become Overdue for the next dose. Please refer to page 2 of the state guidelines for Conditional Admission. [Child Care](#) (Pre-K) | [TK/K-12](#) to verify what's in the report.

Step 6 **Reporting site:** <https://cairhub.cdph.ca.gov/home>.

NOTE: If you do not have access to CAIR Hub, please click on this [link](#) to enter your information. Please **DO NOT initiate the registration process** or click the link to register on the CAIR Hub website as this will create issues that will prolong the process of registration.

Step 8 Search for the school's name. Follow the prompt on each screen.



Immunization Reporting

Reporting Website

This site is for school and child care staff to submit annual reports on the immunization status of their students.

[Enter Site](#)

ADD MORE SCHOOLS/FACILITIES

1 of 1 row(s) selected

OR

SCHOOL CODE/FACILITY NUMBER	SCHOOL NAME	ADDRESS	CITY	DISTRICT	SCHOOL TYPE
623732	Aldama Elementary	622 North Avenue 50	Los Angeles	Los Angeles Unified	Public

Rows per page: 10 1 of 1 < >

Refresh **Add Selection**

NOTE: The report or data entered on CAIR-Hub may be updated until the state due date. Some students may still be on Conditional Status even after the due date. After the due date, continue following up on immunization compliance, upload the CAIR ME exemption in the Welligent Office Visits making your school audit-ready.