

School Certificate of Immunization Status (CIS)

Quick Reference Guide: How to Print a CIS using the Washington State Immunization Registry (information system). *

Step by Step Directions:

1. Log into CHILD Profile with your user name and password.
2. Using the navigation menu click on the **Patient Menu Heading**.
3. Click on the words **Search/Add**.
4. Enter the search criteria, i.e. child's/patient's name and birth date. (Enter the birth date as a string of numbers; for example, enter May 8, 2005 as 050805 or 05082005.)
5. Click **SEARCH**.
6. If the child/patient appears in the *Search Results*, click on the arrow to the left of the child's/patient's name (the select-arrow-button) to view the demographic information.
7. Confirm you have the correct child/patient.
8. You can now view the CIS.

Note: When searching by First and/or Last Name, you may use % or _ as wildcard characters.

Select	First Name	Middle Name	Last Name	Birth Date	SIS Patient ID	Grd First Name	Grd Last Name
<input type="checkbox"/>	MARIA		PAN	12/12/2003	4064458	MARIA	
<input type="checkbox"/>	MARIA		PAN	01/10/2005	4064459	CINDY	

2 records were found. Notice the difference in the Patient's Birth Date and Guardian's (Grd) First Name to select the appropriate patient.

9. Using the navigation menu, click on the **Reports Menu Heading**.
10. Click on the words **State Reports**.
11. From the *State Reports Screen*, click on the words "Certificate of Immunization Status (CIS)"
12. The system will get the history of required vaccines from the child's Child Profile record and print it directly on the CIS.
13. Use your web-browser to print the CIS.

NOTE: You need **NOT** print the CIS in color, double sided, or on cardstock.

* Please **NOTE:** child care providers do not have access to the Immunization Registry.

Have Questions? Need Help?



Call or email the Child Profile Help Desk at 1-800-325-5599 or cphelpdesk@kingcounty.gov.