



# School Module School Immunization Status Reporting Feature

## Quick Reference



Schools electronically submit their annual School Immunization Status Reports in Washington's Immunization Information System

[www.waiis.wa.gov](http://www.waiis.wa.gov)

### Step 1 – Login to [www.waiis.wa.gov](http://www.waiis.wa.gov)

### Step 2 - Select your school

- 1) Click on the words *Click to Select*.
- 2) The select school window opens.
- 3) Click the *Search* button to see a list of all schools (public and private) in the district.
- 4) From the list, select your school.
- 5) Your school name shows in the School field.
- 6) Ignore the Default Grade.
- 7) Click the *Continue* button.
- 8) The School Nurse Reports page opens.

### Step 3 - Select the WA Annual School Report

- 1) For all K-12 schools (public and private), click the *Complete Annual School Report* link.
- 2) For instructions on completing the form, click the *Instructions for Completing Annual School Report* link.

### Step 4 - Fill out the School Immunization Status form

- 1) Confirm the school information on the top of the page in Part A is correct for your school.
- 2) All schools need to complete Part B for all grades in the school
- 3) Schools with kindergarten, 6<sup>th</sup> grade or both need to also complete Part C for those grades.

### Step 5 – Submit the completed form

- 1) Click the *Save and Submit* button to send the report to the state.
- 2) Select the *Save* button to save your report for later edits. Note, the report is not sent to the state when you select *Save*.

### Important:

You can only click the *Save and Submit* button once. Check your work before selecting Save and Submit. If you make a mistake and need to change your report, please email: [oi cpschools@doh.wa.gov](mailto:oi cpschools@doh.wa.gov)

Need help completing the form? Email us at [oi cpschools@doh.wa.gov](mailto:oi cpschools@doh.wa.gov)

Need help with the technology? Contact the Help Desk: 1-800-325-5599 or send an email to [waiishelpdesk@doh.wa.gov](mailto:waiishelpdesk@doh.wa.gov)

For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).