



How to Complete Your Preschool/Child Care Center Immunization Status Report

1. Go to: <https://fortress.wa.gov/doh/immenu/>
2. Select “Preschool/Child Care Center.”
3. Enter your Building Number; tab down to enter your Authorization Code.
REMEMBER that your authorization code is **case sensitive**, so type in the code exactly as you see it, including hyphens (i.e. Capital A-6, small b-24, Capital R-7, small p-34).
4. Click “Continue.”
This will take you to your preschool/child care report.
5. **Center Information:**
 - a) Verify your preschool/child care’s information at the top. If you need to make changes, contact:
 - Chrystal Averette at chrystal.averette@doh.wa.gov or 360-236-3565 **OR**
 - Chris Halsell at chris.halsell@doh.wa.gov or 360-236-3527.
 - b) Enter your name in the “Completed by” box.
 - c) Fill out the **blue section**.
6. **Section 1 – Enrollment:**
 - a) Enter the total number of children enrolled in the program in **Box 7**.
7. **Section 2 – Immunization Status:**
 - a) Enter the number of children enrolled by **Immunization Status** in **Boxes 1, 2, 3, 4, 5, and 6**.
NOTE: Box 7 must equal the total of boxes **1, 2, 3, 4, 5 and 6** or you will get an error message.
8. **Section 3 – Number of Children Lacking Required Vaccines**
 - a) Enter the number of children with **Exempt, Conditional or Out of Compliance statuses for each vaccine** in **Boxes A, B, C, D, E, F, G, H, I, and J**.
NOTE: The total of Boxes A-J must be equal to or greater than the total of **Boxes 2, 3, 4, 5, and 6** or you will get an error message
9. After entering your information, carefully review your data before clicking “Submit.”
We cannot retrieve and change data after you submit it.
10. After clicking “Submit,” go to the bottom of the page to **print a copy** of your report.