



# How to Complete Your School Immunization Status Report

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1. Go to: <https://fortress.wa.gov/doh/immenu/>
2. Select “K-12.”
3. Enter your Building Number; tab down to enter 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 school’s page.
5. **Part A – School Information:**
  - a) Make sure your school’s information in the **yellow section** is correct. If you need to make changes, contact:
    - Chrystal Averette at [chrystal.averette@doh.wa.gov](mailto:chrystal.averette@doh.wa.gov) or 360-236-3565 **OR**
    - Chris Halsell at [chris.halsell@doh.wa.gov](mailto:chris.halsell@doh.wa.gov) or 360-236-3527
  - b) Fill out the **blue section**.
6. **Part B – Number of Students Exempt:**
  - a) Enter the total number of students enrolled in **Box 5**.
  - b) Enter the total number of students with Exempt status in **Box 4**.
  - c) Enter the number of students **Exempt by Category** in **Boxes 1, 2, and 3**.
  - d) Enter the number of students **Exempt for Each Vaccine** in **Boxes A, B, C, D1, D2, E1, E2, F1, F2, G, H1, and H2**.

**NOTE: Box 4** must equal the sum of **Boxes 1, 2, and 3** or you will get an error message.

**NOTE:** Total of **Boxes A-H2** must be equal to or greater than **Box 4** or you will get an error message
7. **Part C – Kindergarten and Sixth Grade Only:**
  - a) In section 1, enter the total number of students enrolled in **Box 5**.
  - b) In section 2, enter the number of Kindergartners and 6<sup>th</sup> Graders enrolled by **Immunization Status** in **Boxes 1, 2, 3, and 4** and the total number enrolled in **Box 5**.
  - c) Enter the number of Kindergartners and 6<sup>th</sup> Graders enrolled with **Exempt, Conditional or Out of Compliance statuses for each vaccine** in **Boxes A, B, C, D1, D2, E1, E2, F1, F2, G, H1, and H2**.

**NOTE: Box 5** must equal the total of boxes **1, 2, 3, and 4** or you will get an error message.

**NOTE: Boxes A-H#2** must be equal to or greater than **Box 5** or you will get an error message
8. Enter your name in the “Completed by” box and then carefully review your data before clicking “Submit.” We cannot retrieve and change data after you submit it.
9. After clicking “Submit,” go to the bottom of the page to **print a copy** of your report.