

## 2009 ANNUAL INSTRUCTIONS FOR WEB-BASED SCHOOL IMMUNIZATION STATUS REPORTING

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1. Go to: <https://fortress.wa.gov/doh/immenu/>
2. Select “K-12.”
3. Enter Building Number; tab down to enter Authorization Code (authorization code is **case sensitive**, e.g., **Capital A**, **small b**, so type in the code exactly as you see it).
4. Click “Continue” button.
5. This will take you to your school’s page.
6. **Part A – School Information:**  
Verify your school’s descriptive information (in yellow). If changes are needed, contact:
  - Chrystal Averette at [chrystal.averette@doh.wa.gov](mailto:chrystal.averette@doh.wa.gov) or 360-236-3565 or
  - Ros Aarthun at [ros.aarthun@doh.wa.gov](mailto:ros.aarthun@doh.wa.gov) or 360-236-3527.Check all that applies in the **blue section**.
7. **Part B – Number of Students Exempt:**
  - a. The total of Boxes 1, 2, and 3 must equal Box 4 *or you will get an error message*.
  - b. Number of Students Exempt for Each Vaccine: The total of Boxes A through H#2 must be *equal to or greater than* Box 4 *or you will get an error message*.
8. **Part C – Kindergarten and Sixth Grade Only:**
  - a. Sections 1 and 2: The total of Boxes 1, 2, 3, and 4 must be equal to or greater than Box 5 *or you will get an error message*.
  - b. Section 3: The total of Boxes A through H2 must be equal to or greater than the sum of Section 2 Boxes 2, 3, and 4 *or you will get an error message*.
9. After completing the form, please review your data carefully before clicking on “**Submit**.” At the bottom of the page. Data is *not* retrievable after it has been submitted. After clicking on “Submit,” *go to the bottom* of the page to *print a copy of your report*.