

Introduction and Purpose:

Schools can submit their annual school immunization status report in the Washington Immunization Information System (IIS). This training guide has comprehensive instructions on how to use the system to submit the report. Only schools with any grades Kindergarten through 12th can submit their annual report through the IIS.

In this guide, you will be instructed on how to do the following:

- 1) Log into the IIS
- 2) Select your school
- 3) Select the Washington Annual School Report
- 4) Fill out the Washington Annual School Report
- 5) Submit the completed report online
- 6) Troubleshoot and find answers to Frequently Asked Questions (FAQs)

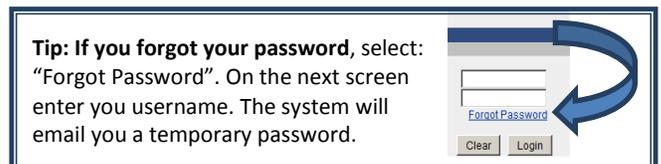
STEP 1 - Log into the School Module

- 1) Go to the IIS website: www.waiis.wa.gov.
- 2) On the left hand Navigation Menu, click on the Main Menu Heading.
- 3) Click on the word *Login*.
- 4) Type in your username and password for reporting.
- 5) Your reporting username is different than your username to view immunization records and print the CIS if you have that type of account.
- 6) Click the *Login* button.
- 7) Once a year, you will be directed to a Confidentiality Agreement directly following login. Once reviewed, click “Accept” to move on.



NOTE:

- Passwords are case sensitive, and must contain 8 characters, including at least one upper case letter, one lower case letter, and one number.
- Passwords will expire every 120 days. Once expired, the system will prompt you to change your password.
- If you have trouble signing in or do not have a username & password, see the FAQs at the end of the document.

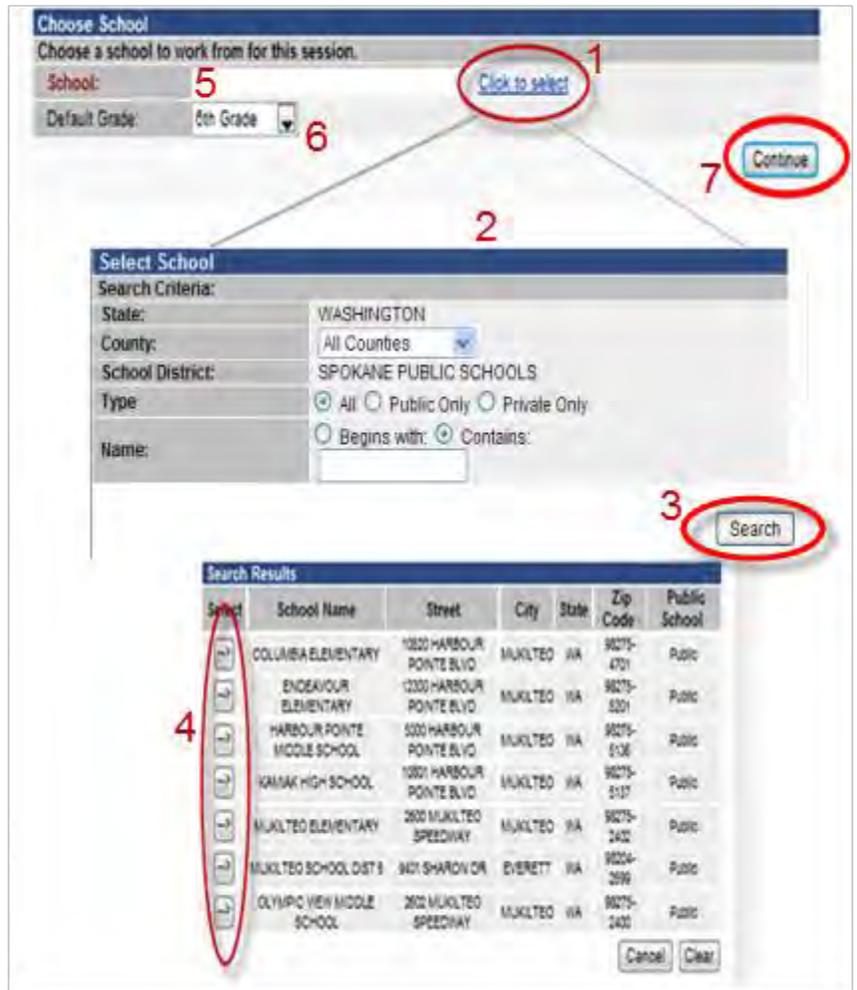


STEP 2 – Select your school

- 1) Select a school by clicking the words *Click to Select*.
- 2) A separate window will appear that will allow you to search for the school.
- 3) Click the *Search* button to see a list of all schools (public and private) in the district. You can also narrow your search by using the filter options.

Note: If you are a private school, you are assigned to the public school district where your school is located only for system reasons.

- 4) Find your school on the list and click the button to the left of the school name.
- 5) You are re-directed back to the previous screen, and the School field will show your selected school.
- 6) It is NOT necessary to choose a default grade from the dropdown list provided. This is for future use. Just ignore this.
- 7) Click the *Continue* button.

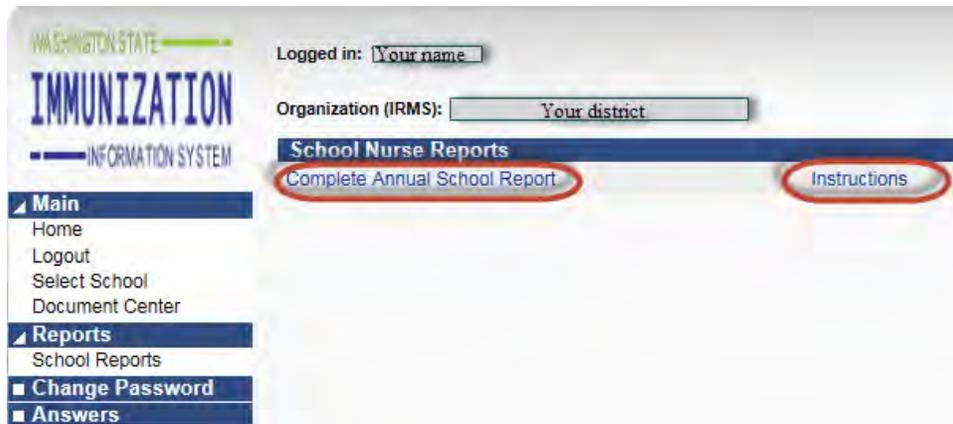


Tip: After selecting your school, you should see the School reports page. If you do not see this page, do the following: 1) Click on the Reports Menu Heading on the left, and 2) Click on the words *School Reports*.

If your school district or school is not listed, email us at:
oi cpschools@doh.wa.gov.

STEP 3 - Select the School Report

- 1) For all schools (public and private) that have any grades Kindergarten through 12th – click the **Complete Annual School Report** link.
- 2) For instructions on completing the form, click the **Instructions** link.



STEP 4 - Fill out the School Immunization Status Form

- 1) **Part A:** Confirm that the information in part A shows the school you want. If not, please email us at: aicpschools@doh.wa.gov.
- 2) **Part B:** All schools with any grades Kindergarten through 12th grade (K-12) need to complete Part B for all students in grades in the school.
- 3) **Part C:** Schools with kindergartens need to also complete the top row of Part C for all kindergarteners in the school.
- 4) **Part C:** Schools with 6th grade need to also complete the bottom row of Part C for all 6th graders in the school.

- 5) Click in each box, or use the “Tab” key to switch between the cells.
- 6) To help eliminate mistakes, if the numbers entered do not add up correctly, an error message will appear.

SCHOOL IMMUNIZATION STATUS REPORT FOR SCHOOL YEAR 2013-2014
NOTE: Use this form ONLY for school-age students (K-12) enrolled in school on the date you prepare the report. Reporting is a requirement for all public and private schools. (RCW 28A.210-110).
 Please read instructions carefully.

Part A: All Schools: Please complete and submit your report online by November 1, 2013 at: www.wais.wa.gov

Part A: All schools must complete. Date: _____
 School Name: _____ Completed by: _____
 Mailing Address: _____ Phone: _____
 City, State, Zip: _____ At this school, we have the following grades.
 County: _____ from _____ to _____
 Public School District: _____

Part B: All Schools:

We do not accept faxed reports. If you have questions, please contact aicpschools@doh.wa.gov or call 1-800-531-2000.

NUMBER OF STUDENTS ENROLLED K-12	NUMBER OF STUDENTS COMPLETE/IMMUNE	NUMBER OF STUDENTS EXEMPT	NUMBER OF STUDENTS EXEMPT BY CATEGORY				TOTAL NUMBER OF STUDENTS EXEMPT FOR EACH VACCINE					
			MEDICAL	PERSONAL	RELIGIOUS	RELIGIOUS MEMBERSHIP	DIPHTHERIA/TETANUS	PERTUSSIS	POLIO	MMR	HEP B	VARICELLA
2	3	3a	3b	3c	3d	A	B	C	D	E	F	

Total of 3a + 3b + 3c + 3d must ≥ Box 3; AND Total of A + B + C + D + E + F must ≥ Box 3

Part C: K Only: Please complete only for kindergarten and 6th grade.

GRADE LEVEL	SECTION 1 ENROLLMENT NUMBER OF STUDENTS	NUMBER OF STUDENTS COMPLETE	NUMBER OF STUDENTS EXEMPT	SECTION 2 IMMUNIZATION STATUS				NUMBER OF STUDENTS	NUMBER OF STUDENTS EXEMPT	SECTION 3 TOTAL NUMBER OF STUDENTS EXEMPT, CONDITIONAL, OR OUT OF COMPLIANCE FOR EACH VACCINE					
				MEDICAL	PERSONAL	RELIGIOUS	RELIGIOUS MEMBERSHIP			DIPHTHERIA/TETANUS	PERTUSSIS	POLIO	MMR	HEP B	VARICELLA
KINDERGARTEN ONLY	1	2	3	3a	3b	3c	3d	4	5	A	B	C	D	E	F
6 th GRADE ONLY	1	2	3	3a	3b	3c	3d	4	5	A	B	C	D	E	F

STEP 5 – Submit the completed form

- 1) Check your work and either select the *Save* button or select the *Save and Submit* button when you have completed the form.
- 2) The *Save and Submit* sends the report to the state. The report locks and you cannot make any changes. If you made a mistake and need to make changes to the report after you send it to the state, email us at oi cpschools@doh.wa.gov. We will unlock your report so you can make changes and then re-*Save and Submit*.
- 3) The *Save* button saves your report, so you can go back and make changes. The *Save* button **does not** send your report to the state. Use this button only if you can't complete the entire report or you need to check your numbers before submitting.
- 4) Note the *Completed By* fields at the bottom of the screen. This shows the name, phone number, and email address of the person who completed the report and the date it was sent to the state. You can use this information to know who reported for your school.

SCHOOL IMMUNIZATION STATUS REPORT FOR SCHOOL YEAR 2012-2013
NOTE: Use this form ONLY for school-age students (K-12) enrolled in school on the date you prepare the report. Reporting is a requirement for all public and private schools (RCW 35A.210-110).

Please complete and submit your report online by November 1, 2012 at: WWW.CHILDPROFILE.WA.GOV

Or email this completed report by Nov. 1, 2012 to:
 Washington State Department of Health
 Office of Immunization and Child Profile
 PO Box 47843
 Olympia, WA 98504-7843

PART A: All schools must complete.

School Name: _____ Date: _____
 Completed by: _____
 Mailing Address: _____ Phone: _____
 City, State, Zip: _____
 County: _____ At this school, we have the following grades:
 Public School District: _____ From: _____ to: _____

We do not accept faxed reports. If you have questions, please call 1-866-397-0337, (360) 236-3565, or (360) 236-3527.

PART B: All schools must complete.

NUMBER OF STUDENTS ENROLLED K-12	NUMBER OF STUDENTS COMPLETELY IMMUNE	NUMBER OF STUDENTS EXEMPT	NUMBER OF STUDENTS EXEMPT BY CATEGORY				TOTAL NUMBER OF STUDENTS EXEMPT FOR EACH VACCINE								
			MEDICAL	PERSONAL	RELIGIOUS	RELIGIOUS MEMBERSHIP	DIPHTHERIA/TETANUS	PERTUSSIS	POLIO	MMR	HEP B	VARICELLA			
1	2	3	3a	3b	3c	3d	4	5	6	7	8	9	10	11	12

Total of 3a + 3b + 3c + 3d must ≥ Box 3; AND Total of 4 + 5 + 6 + 7 + 8 + 9 + 10 + 11 + 12 must ≥ Box 3

PART C: Please complete only for kindergarten and 6th grade.

GRADE LEVEL	SECTION 1 ENROLLMENT NUMBER OF STUDENTS ENROLLED	SECTION 2 NUMBER OF STUDENTS COMPLETELY IMMUNE	SECTION 2 NUMBER OF STUDENTS EXEMPT	SECTION 2 NUMBER OF STUDENTS EXEMPT BY CATEGORY				SECTION 2 NUMBER OF STUDENTS CONDUCTED	SECTION 2 TOTAL NUMBER OF STUDENTS
				MEDICAL	PERSONAL	RELIGIOUS	RELIGIOUS MEMBERSHIP		
KINDERGARTEN ONLY	1	2	3	3a	3b	3c	3d	4	5
6TH GRADE ONLY	1	2	3	3a	3b	3c	3d	4	5

Box 1 = 2 + 3 + 4 + 5; AND Total of 3a + 3b + 3c + 3d must ≥ Box 3; AND Total of 4 + 5 + 6 + 7 + 8 + 9 + 10 + 11 + 12 must ≥ 3 + 4 + 5

SAVE for future edits

Save and Submit: NO MORE EDITS may be made

Remember: You can't make any changes to the report after you select *Save and Submit*.

Selecting the *Save and Submit* button locks and sends your report to the state.
 Email us if you need to make a change at oi cpschools@doh.wa.gov

See the Frequently Asked Questions for more information

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). DOH 348-317 August 2015