Skyward Instructions for the Department of Health Annual Preschool Immunization Status Report Export

The Washington State Department of Health can now accept the **School Age** and **Preschool Immunization Status** reports through emailing of a comma separated value (.csv) export file to a designated email address.

In WESPaC you can create the file and save it to a location of your choice. You then use your email to send it to DOH. Below are instructions to create and save the file.

1. Create the report:
Student Management\Office\HR\VA\RE\SR\PI
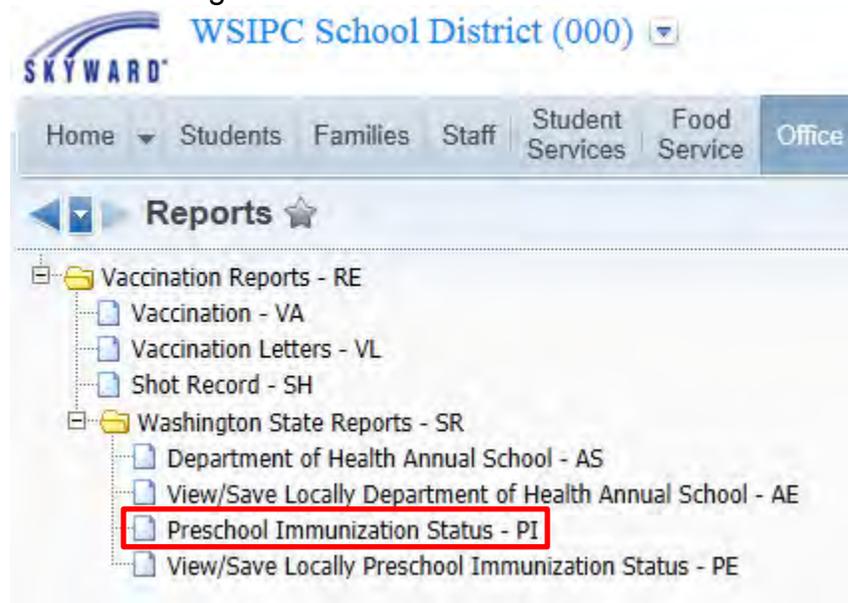
2. Clone the Skyward template: Required School Immunization Status Report:
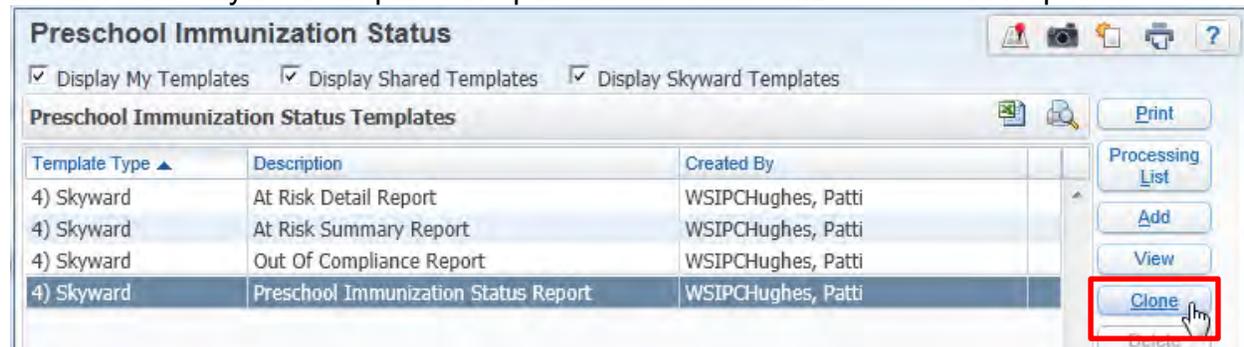
3. Rename the template, select the option to Create Export File, then click Save and Print.

The *report* is generated and will be available in your Print Queue when it is finished.
At the same time, the *export file* is <u>also</u> created and will be available by accessing the View/Save Locally Preschool Immunization Status menu path below.

4. To access the export file and save it to a location of your choice, go to:
Student Management\Office\HR\VA\RE\SR\PE

5. Highlight the file you just created and click View.

6. You will be prompted to Open or Save the file. You can open the file and use the program to save it to a location of your choice, or use the Save As feature to place it in the location. Regardless of the location where you choose to save it, be sure to keep the .csv file extension. (Don't change it to .xls or .doc, etc.)
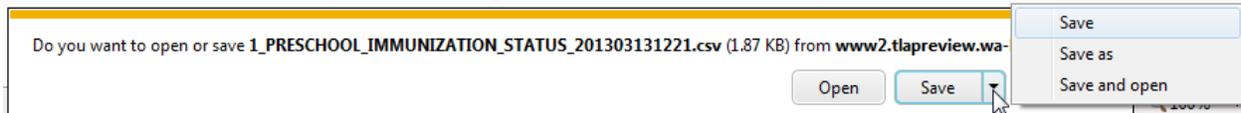
7. After you have saved the file, use your email to send it the Department of Health at: OICPSchools@doh.wa.gov