

ALL PRINCIPALS: Immunization Portal Report Enhanced  
*Category: For Your Information*

**Audience:** All Principals/APs

Due Date: n/a

Meeting Date: n/a

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The purpose of this briefing is to inform schools of enhancements to the immunization report on the employee portal which allows schools to easily detect immunization expiration events and distribute a detailed immunization report to parents.

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- Users with access to view portal reports (WRTS or WRTA permissions) should click on the "Reports" tab on the employee portal and find the report labeled "Immunization Summary" in the "School" category.
- Select the school (if applicable) and click "View Report".
- The report shows a summary count of students currently enrolled by immunization and expiration status.
- Click on the count displayed in any category to view a detailed list of students who fall into that category (i.e. students with a temporary exemption expiring within 30 days).
- Use the detail list to contact parents and students and initiate procedures for updating immunization records.
- New functionality:
  - Click on the student ID on the detail list and a detailed immunization report will be produced showing each vaccine dose and the relevant immunization requirements.
  - This detailed report can be printed and sent home to parents if needed.
  - A short screencast illustrating how to use this report is available here - <http://www.dadeschools.net/tv?q=h%252bbv42DLMWxyvln91tTwKQ%253d%253d#.T5hpmvjS9DI.google>.
- For questions regarding immunization policies and procedures, please contact Ms. Wilma Steiner or Ms. Lourdes Ponce at 305-995-1235.
- For issues with accessing or using the report, please contact Support services via HEAT ticket at <http://selfservice.dadeschools.net>.

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