

Print Delinquent Immunization Letters

From the home screen, click on the main menu bar on the left and select **Health**.

Under the **Reports** section, select **Immunization Letter – option to hide conditional**

The screenshot displays the Skyward Administrative Access interface. The top navigation bar includes the Skyward logo, a star icon, a home icon, and the text "ADMINISTRATIVE ACCESS". Below this is a blue bar with a paperclip icon and the text "Administrative Access". The main content area is divided into two columns. The left column contains a vertical menu with icons and labels for "Attendance", "Demographics", "Enrollment", "Grading", "Health", "Online Form", "Reporting", "Scheduling", and "Student". The "Health" item is highlighted with a red rectangular box. The right column is titled "FEATURES" and "REPORTS". Under "FEATURES", there is a list of items including "Annual Immunization Status", "Health Professionals", "Office Visit Queue", "Scheduled Medication Quick Entry", "State Acanthosis Nigricans Totals", "State Hearing Screening Totals", "State Spinal Screening Totals", and "State Vision Screening Totals". Under "REPORTS", there is a list of items including "Daily Medications - PISD", "Health Condition by Students", "Immunization Letter - option to hide conditional", "Procedures Occurrence by Student", "Procedures Worksheet - PISD", and "Scheduled Medication Worksheet". The "Immunization Letter - option to hide conditional" item is highlighted with a red rectangular box, and a red arrow points to it from the right.

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Select the ***school year, your campus and the compliance date***. (i.e. the date you want to run student compliance by).

Compliance date would be the date you are running the Vaccination Compliance (Entity) report or a future date if your are wanting to pull letters for upcoming due immunizations.

Enter the date you'd like the parent to have the letter signed and returned by.

You may choose to enter in a signature line of information in the **Free Form Signature** space provided.

Select **No** for including Provisional Students and **No** for Include Conditional Students, as these students are ones that have been provisionally enrolled for 30 days or are on the catch up schedule and are up to date as far as they can be. *You only want to see those students who are truly out of compliance for the compliance date you entered.*

Click **Run Report**.

Each Student will have two letters to send home. The second copy of the letter is the one the parent will sign and return to the campus as proof of receiving the notification. This also will help parents have an additional copy to take with them to the immunization clinic or doctor office.

Run Report
 Enter Report Details

Reset Prompts
Run Report
Cancel

Report Name
 Immunization Letter - option to hide conditional

Primary Module
 Health

Owner
 Brown, Allen

School Year
 2019-2020

PROMPT TEMPLATE

Prompt Template Save As New

PROMPTS

*Enrollment School Year 2020 Clear

*Entity 110 - KRUSE EL Clear

*Compliance Date 09/25/2019 Wednesday Clear

*Guardian Copy Due Date 09/30/2019 Monday Clear

Free Form Signature

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Include Provisional Students No

Current Grade Level Show all values

Students Show all values

Vaccination Show all values

Include Conditional Students No

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