

# District Attorney Report (Wisconsin)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Report Editor](#) | [Generate the Report](#)

Tool Search: District Attorney

The District Attorney Report provides a list of students who are not in compliance with the Student Immunization Law. Schools are directed to send this report to the County District Attorney.

District Attorney Report ☆

Health Office > Reports > District Attorney Report

District Attorney Report

This report generates the Wisconsin District Attorney report.

Parent Notification Date

06/06/2024

Effective Date

06/06/2024

Ad Hoc Filter:

Which calendar(s) would you like to include in the report?

☒ active year
 ☐ list by school
 ☐ list by year

23-24

23-24 Bull Early Education Cen  
 23-24 Case High School  
 23-24 Census School  
 23-24 Community Partner 4K (Di  
 23-24 Dr Jones Elementary  
 23-24 Pratt Elementary  
 23-24 Gifford  
 23-24 Gilmore Fine Arts School  
 23-24 Goodland Montessori  
 23-24 Horlick High School  
 23-24 Jefferson Lighthouse Ele  
 23-24 Jerstad-Agerholm School  
 23-24 Julian Thomas Elementary  
 23-24 Knapp Elementary  
 23-24 Mitchell School  
 23-24 Olympia Brown Elementary  
 23-24 Park High School  
 23-24 Racine Alternative Learn  
 23-24 Racine County Detention

CTRL-click or SHIFT-click to select multiple

Generate Report

Submit to Batch

Batch Queue Options

Refresh

Show top 50

tasks submitted between

05/30/2024

and

06/06/2024

Batch Queue List

Queued Time	Report Title	Status	Download

District Attorney Report

## Report Logic

The primary address of the household in which the student resides reports. When the student has multiple primary address that are associated with the same guardians, both primary addresses print but the guardians are only listed once.

The following State Exclude logic pertains to the District Attorney Report:

- A student enrolled in a grade level marked as state exclude will not be included on the report.
- A student enrolled in a calendar marked as state exclude will not be included on the report.
- A student marked as state exclude on his State Reporting section of the Enrollment Record **WILL** be included on the report.

# Report Editor

The following fields are available for entry on the Local Health Department Report.

Field	Description
<b>Parent Notification Date</b>	Date the vaccination was reported to the District Attorney. Dates are entered in <i>mmddyy</i> format or can be chosen by clicking the calendar icon.
<b>Effective Date</b>	Entered date returns only those students actively enrolled on that date. Dates are entered in <i>mmddyy</i> format or can be chosen by clicking the calendar icon.
<b>Ad hoc Filter</b>	Selecting an <a href="#">Ad hoc Filter</a> returns only those students who are included in that filter and meet the reporting requirements of the report itself.
<b>Calendar Selection</b>	<p>Indicates from which calendar of enrollment information is reported. The calendar chosen in the Campus toolbar is automatically selected. The report can be generated for one school at a time, or a set of schools at a time (all elementary schools, for example). At least one calendar needs to be selected.</p> <p>Note that when more than one calendar is selected, the report must be submitted to the batch for generation.</p> <p>It is recommended that users do not select all schools in the district at one time.</p> <p>Calendars can be listed by the Active Year, by School name or by Year.</p>
<b>Report Generation</b>	The report can be generated immediately using the <b>Generate Extract</b> button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the <b>Submit to Batch</b> button, which allows the user to choose when the report is generated. See the <a href="#">Batch Queue</a> article for more information.

## Generate the Report

1. Enter the **Parent Notification Date**.
2. Enter the **Effective Date**.
3. If desired, select an **Ad hoc Filter**.
4. Select the **Calendars** to include in the report.
5. Select the **Generate Extract** button or use the **Submit to Batch** option. The report will appear in a separate window in the designated format.

**SCHOOL REPORT TO THE DISTRICT ATTORNEY**

**School:** Send report to the district attorney in the county where the student resides, not to the Department of Health Services.

**District Attorney:** The following students are not in compliance with the Student Immunization Law 252.04. As required under this Law, we are notifying your office so legal action may be taken.

Per WI Statutes Chapter 252.04 (6), the school, child care center, or nursery school shall notify the district attorney of the county in which the student resides of any minor student who fails to present written evidence of completed immunizations or a written waiver under sub. (3) within 60 school days after being admitted to the school, child care center, or nursery school. The district attorney shall petition the court exercising jurisdiction under chs. 48 and 938 for an order directing that the student be in compliance with the requirements of this section. If the court grants the petition, the court may specify the date by which a written waiver shall be submitted under sub. (3) or may specify the terms of the immunization schedule. The court may require an adult student or the parent, guardian, or legal custodian of the minor student who refuses to submit a written waiver by the specified date or meet the terms of the immunization schedule to forfeit not more than \$25 per day of violation.

02/17/15 (715) 555-1212 #100 Independent School  
Date Telephone School District  
Adams Elementary  
Name of School  
Mr. Quincy Principal  
Principal Person Completing Form  
4321 109th Ave NE  
Address  
Any Town 55555  
City/Town Zip

Name	Grade	DOB	Name of Parent(s)	Address	Telephone	Date Parent(s) Notified About Law	Reason for Noncompliance		Vaccine(s) Needed
							No Record	Behind Schedule	
Student, Andrew	05	01/01/2000 01/01/2004				02/17/2015	X		Diphtheria-tetanus-pertussis combined (DTaP, DTP) Polio (IPV, OPV) Measles-Mumps Rubella (MMR) Hepatitis B (Hep B) Varicella Tetanus, Diphtheria and Acellular Pertussis (Tdap)
Student, Brittany	05	02/02/2004	Davidson, Becky	2420 Meadow Park Dr Green Bay, WI 54311	(555)735-0940	02/17/2015	X		Diphtheria-tetanus-pertussis combined (DTaP, DTP) Polio (IPV, OPV) Measles-Mumps Rubella (MMR) Hepatitis B (Hep B) Varicella Tetanus, Diphtheria and Acellular Pertussis (Tdap)

*District Attorney Report Print*