

Immunization Batch Report

Last Modified on 08/14/2025 12:06 pm CDT

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Tool Search: Immunization Batch Report

The **Immunization Batch Report** provides a view of selected students' immunizations. The Immunization Batch report uses data that is entered on a student's Immunization tab. Data should be up to date on this tab for the report to appear correctly.

In order for the report to generate, all individuals included in the report must have a birth date entered on their Identity record. If a birth date is not entered, an error message displays after generating the report.

Batch Immunization Report

Batch version of single student immunization report. 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

Which students would you like to include in the report?

☒ Grade

All Students

12+

KF

KH

PK

☐ Ad Hoc Filter

Enrollment Effective Date

12/03/2015

Sort Options

☒ Student Name
☐ Grade

Generate Report

Submit to Batch

Refresh

Show top 50

tasks submitted between

11/26/2015

and

12/03/2015

Batch Queue List

Queued Time	Report Title	Status	Download
12/02/2015 03:21:19 PM	1_of_6_Immunization Batch Report	Completed	Get the report
12/02/2015 03:21:19 PM	2_of_6_Immunization Batch Report	Completed	Get the report
12/02/2015 03:21:19 PM	3_of_6_Immunization Batch Report	Completed	Get the report

Immunization Batch Report Editor

See the [Health Office Reports Tool Rights](#) article for information on available tool rights.

This is a very complex report, so try to limit the number of students run per batch.

Report Logic

This report lists every student in the selected grade level and their immunization records that have been entered on the Student Health [Immunizations](#) tool.

When a student is in multiple households and one of those households is marked secondary, and the ONLY address for that Household is marked as Secondary, and the student is marked Secondary for Membership in that Household, only one set of vaccine doses reports.

When an Ad hoc filter is selected, the Effective Date selected on the extract editor is applied to the Ad hoc filter.

Report Editor

The following fields are available.

Fields	Description
Student Selection	Choose students either by a Grade Level or an Ad hoc Filter . If by grade level, the list of grades is limited to those grade levels in the selected calendar in the Campus toolbar. If by ad hoc filter, only those students in the filter who are actively enrolled as of the entered enrollment effective date will be included in the report.
Enrollment Effective Date	Entered date returns immunization information for students who are actively enrolled as of that date. Dates are entered in mmddyy format or can be selected by using the calendar icon. If this field is left blank, the report uses the start and end dates of the selected calendar. This field defaults to the current date.
Report Type	In some states, this option displays, allowing users to generate either a General list of student immunization records, or a State Specific immunization report.
Sort Options	The report can be sorted alphabetically by Student (last) Name or by Grade level, with the lowest grade level printing first.
Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Generate the Immunization Batch Report

1. Select the students to include in the report by selecting a **Grade Level** or an **Ad Hoc Filter** from the dropdown lists
2. Enter an **Effective Date** for the report.
3. If available, select the desired **Report Type**.
4. Select the **Sort Options** for the report.
5. Click the **Generate Report** or the **Submit to Batch** button.

The report will display in a PDF (Adobe) document listing the immunizations for the students in the selected calendar.

Student, Anders
 ID: 123456 Grade: 09
 Birthday: 03/15/2000

Immunization Summary Report

10/30/2014 01:44:40 PM
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Diphtheria-tetanus-pertussis, combined [DTaP, DTP] - Compliant

Shots	05/16/2000	07/13/2000	10/05/2001	05/27/2005		
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Tetanus-diphtheria [Td]
No doses of this vaccine.

Polio [IPV, OPV] - Compliant

Shots	05/16/2000	07/13/2000	10/05/2001	05/27/2005		
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Measles-Mumps Rubella [MMR] - Compliant

Shots	06/18/2001	05/27/2005	
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Measles-Mumps-Rubella-Varicella [MMRV]
No doses of this vaccine.

Hepatitis B [Hep B] - Compliant

Shots	09/15/2000	10/23/2000	06/18/2001
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Hepatitis B - 2 Dose [Hep B - 2 Dose]
No doses of this vaccine.

Haemophilus influenza, type B [Hib] - No Requirement

Shots	05/16/2000	07/13/2000	03/05/2001	
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Pneumococcal - No Requirement

Shots	09/15/2000	06/18/2001			
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Varicella - Compliant

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Immunization Batch Report - Print

State-Specific Information Links

Fields may vary by state:

- [Montana](#)