

Health Office Visits Report

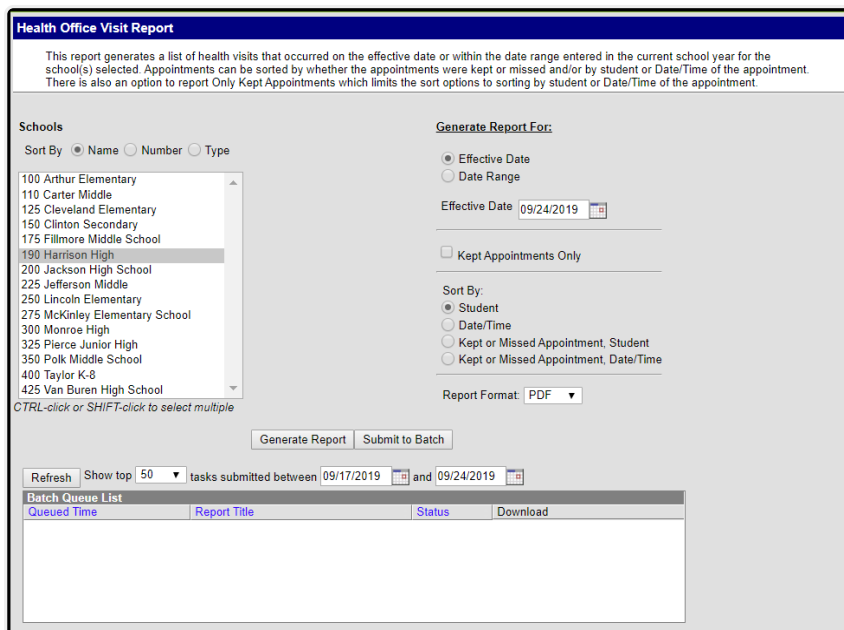
Last Modified on 12/14/2025 8:45 pm CST

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

Tool Search: Health Office Visits Report

The Health Office Visits Report generates a list of health visits that occurred on the effective date or within a date range entered in the active school year for the school(s) selected. This report can only be generated for the schools to which the user has calendar rights.

This report can only be generated for an Effective Date or a Date Range in the Active Year, regardless of what year is selected in the Campus Toolbar.



Health Office Visit Report

This report generates a list of health visits that occurred on the effective date or within the date range entered in the current school year for the school(s) selected. Appointments can be sorted by whether the appointments were kept or missed and/or by student or Date/Time of the appointment. There is also an option to report Only Kept Appointments which limits the sort options to sorting by student or Date/Time of the appointment.

Schools
 Sort By: Name Number Type

- 100 Arthur Elementary
- 110 Carter Middle
- 125 Cleveland Elementary
- 150 Clinton Secondary
- 175 Fillmore Middle School
- 190 Harrison High
- 200 Jackson High School
- 225 Jefferson Middle
- 250 Lincoln Elementary
- 275 McKinley Elementary School
- 300 Monroe High
- 325 Pierce Junior High
- 350 Polk Middle School
- 400 Taylor K-8
- 425 Van Buren High School

CTRL-click or SHIFT-click to select multiple

Generate Report For:

Effective Date
 Date Range

Effective Date: 09/24/2019

Kept Appointments Only

Sort By:

Student
 Date/Time
 Kept or Missed Appointment, Student
 Kept or Missed Appointment, Date/Time

Report Format: PDF

Generate Report Submit to Batch

Refresh Show top 50 tasks submitted between 09/17/2019 and 09/24/2019

Batch Queue List	Report Title	Status	Download
Queued Time			

Health Office Visits Report

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

Report Editor

Option	Description	
School Selection	<p>The Health Office Visits Report Editor requires the selection of at least one school (or All Schools) in order to generate. Schools can be selected by Name, School Number or Type (High School, Elementary, etc.). When a school is selected in the Campus toolbar, that school is automatically selected in the list of schools. Multiple schools can be selected by using the CTRL+click or SHIFT+click keyboard shortcuts. When multiple schools are selected, the report is organized by school. The list of schools available is based on the user's calendar rights.</p>	
Generate Report For:	Effective Date	Enter an Effective Date. This date reflects a specific date when students visited the Health Office. Dates are entered in MM/DD/YYYY format.
	Date Range	Instead of using an Effective Date, the report can be generated using a Date Range. This requires the entry of a From Date and To Date in <i>mmdyy</i> format. These date fields default to the current date.
<p>The Kept Appointments Only option limits the report results to only kept appointments, indicated with the selection of "Student was here for appointment" on the Health Office Visit.</p>		
Sort Options	Student	The Student option orders the report in alphabetic order by last name.
	Date/Time	The Date/Time option orders the information in date/time order based on the Health Office Visit record.
	Kept or Missed Appointments, Student	<p>The Kept or Missed Appointments, Student option orders the report by appointments kept by students first, then by appointments missed by students. If students have both kept and missed appointments, they will report in both sections. Records are ordered by student by ascending alphabetical order.</p> <p>This option is only available when the Kept Appointment Only option is unmarked.</p>
	Kept or Missed Appointments, Date/Time	<p>The Kept or Missed Appointments, Date/Time option orders the report by appointments kept by students first, then by appointments missed by students. Records are ordered by the Date and Time of the appointment.</p> <p>This option is only available when the Kept Appointment Only option is unmarked.</p>
Report Format	<p>The print format of the report. Options include: PDF or DOCX.</p>	

Generate the Report

1. Select the **School(s)** to include on the report. The list of schools can be sorted by school name, school number or school type. Only schools in which the user has calendar rights display.
2. Select the desired date option - either an **Effective Date** or a **Date Range**.
3. Optional: Mark the **Kept Appointments Only** checkbox.
4. Select a **Sort By** option. Options include:
 - Student
 - Date/Time
 - Kept or Missed Appointments, Student (Only available when the Kept Appointments Only checkbox is unmarked.)
 - Kept or Missed Appointments, Date/Time (Only available when the Kept Appointments Only checkbox is unmarked.)
5. Select a **Report Format**.
6. Click either the **Generate Report** or **Submit to Batch** button.

Report Example

High School 05/23/2019 02:01:00 PM Page 1 of 21	Health Office Visit Report Date Range: 05/23/2018 - 05/23/2019 Sort: Student Total Visits: 237				
Arapahoe High School 18-19					
Student Name	Complaint(s)	Observation(s)	Intervention(s)	Medications(s)	Treatment(s)
Student, Emily J				1 - Acetaminophen - Generic	
Recorded By: Staff, Kathleen RN	Date/Time: 05/23/2019 01:15 PM	Discharge(s): 01:48 PM Back to class	Comments: Student came in with a headache		
Student, Kiauna K					
Recorded By: Staff, Melissa RN	Date/Time: 09/07/2018 09:38 AM	Discharge(s): 09:42 AM Back to class	Comments: head ache, wanted advil. Declined water and rest		
Student, Mohammad N					
Recorded By: Staff, Melissa RN	Date/Time: 09/13/2018 09:14 AM	Discharge(s): 09:33 AM Back to class	Comments: cold symptoms, 97.7 water/rest		
Student, Autumn E					
Recorded By: Staff, Melissa RN	Date/Time: 08/28/2018 10:59 AM	Discharge(s): 11:15 AM Went home	Comments: migraine		
Student, Lucas R					
Recorded By: Staff, Dawn RN	Date/Time: 08/29/2018 01:58 PM	Discharge(s): 02:08 PM Back to class	Comments: side pain, rest 98.7		

Health Office Visits Report PDF Example