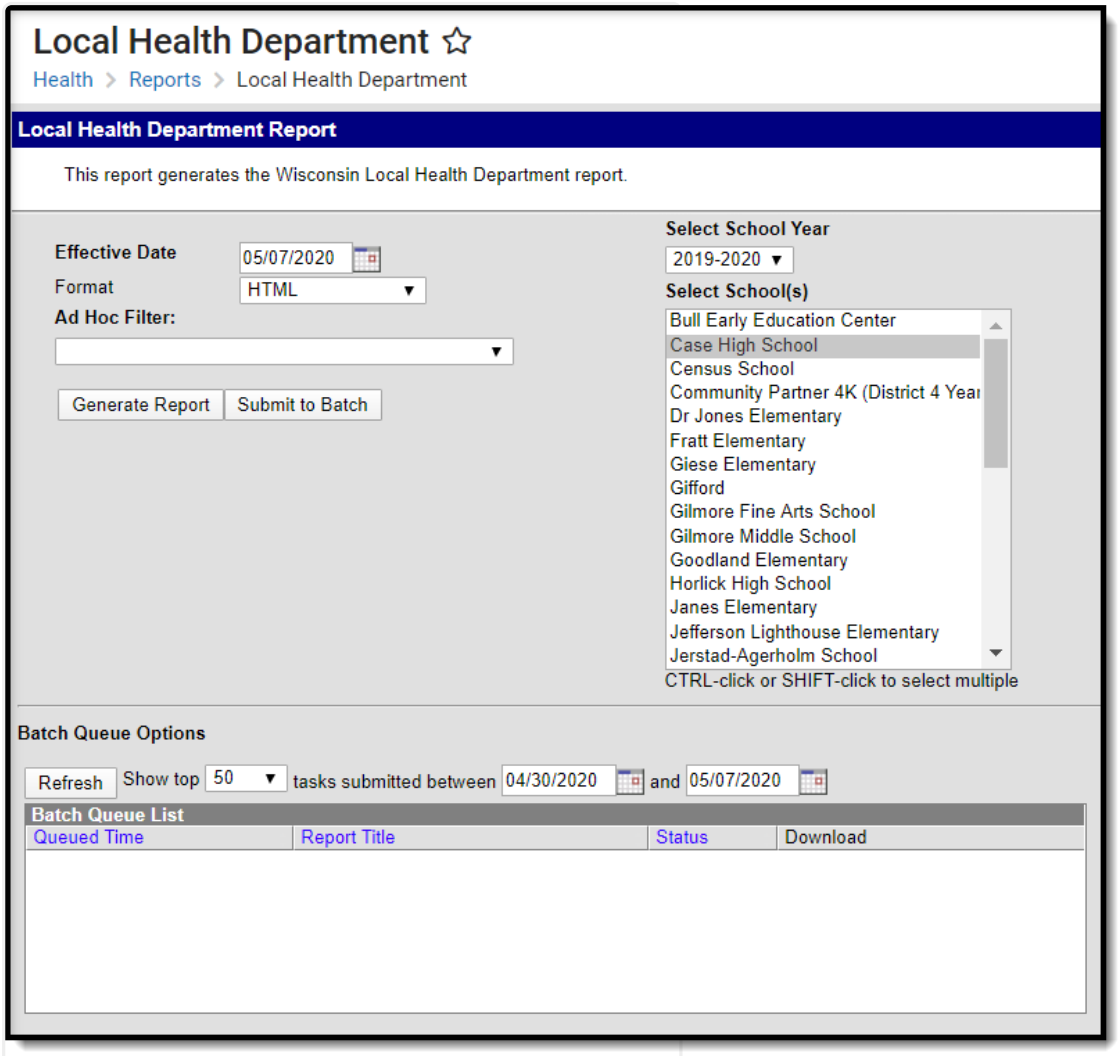
Local Health Department (Wisconsin)

Last Modified on 06/26/2026 9:57 am CDT

Tool Search: Local Health Department

The Local Health Department Report contains two parts and is due 40 days after the start of the school year. It reports students' immunization compliance.



Local Health Department Report

Read - Generate the local health department report.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see this Tool Rights article.

Report Logic

Vaccine Exemptions/Waivers

Waivers must be mapped to a State Exemption Code. When waivers are assigned to students but not mapped to a state exemption code, the report does not calculate accurately.

Exemptions are pulled from the Vaccine Exemption Code. Only these Exemption Codes are recognized.

- M: Medical
- R: Religious
- C: Per Conv
- H: Hx/Dis for Varicella Only

State Exclude

The following State Exclude logic pertains to the Local Health Department Report:

- A student enrolled in a grade level marked as state exclude is not included on the report.
- A student enrolled in a calendar marked as state exclude is not included on the report.

Student Population

Students can only count in one row per vaccine. Meningococcal counts are only for 7th- and 12th-grade students.

A count is tallied in each of the following areas:

Compliance Status	Description
Meets all minimum requirements	Reports a total of all students in the grade grouping being reported who have a compliance of *Compliant, No Requirement, Lab Conf* or do not have applicable rules for all vaccines and have a dose of any vaccine.
In process	Reports a total of all students in the grade grouping being reported who have a compliance status of *In Process* for any vaccine and no vaccines with a compliance state of *Non-Compliant* and have a dose of any vaccine.
Behind Schedule	Reports a total of all students in the grade grouping being reported who have a compliance status of *Non-Compliant* for any vaccine or have a waiver for any vaccine with a name other than *Hx/Dis, Religious, Health, Lab Conf or Per Conv* and have a dose of any vaccine. Students who have no doses of any vaccine but do have an immunization record also report as *Behind Schedule.*
Health waiver	Reports a total of all students in the grade grouping being reported who have a status of *Exempt - Health* for any vaccine and do not have a status of *Non-Compliant* or *In-Process* for any vaccine.
Religious waiver	Reports a total of all students in the grade grouping being reported who have a status of *Exempt - Religious* for any vaccine and do not have a status of *Non-Compliant, Exempt - Health* or *In-Process* for any vaccine.

Compliance Status	Description
Personal conviction waiver	Reports a total of all students in the grade grouping being reported who have a status of *Exempt - Per Conv* for any vaccine and do not have a status of *Non-Compliant, Exempt - Health, Exempt - Religious* or *In Process* for any vaccine.
No Record	Reports a total of all student in the grade grouping being reported who have not received a dose of the selected vaccine and does NOT have a waiver.
History of Varicella Disease *Varicella Only*	Reports a total of students with an *Exempt - Hx/DIS* waiver for Varicella.
Vaccine Total	Reports the sum of the above compliance statuses per vaccine.

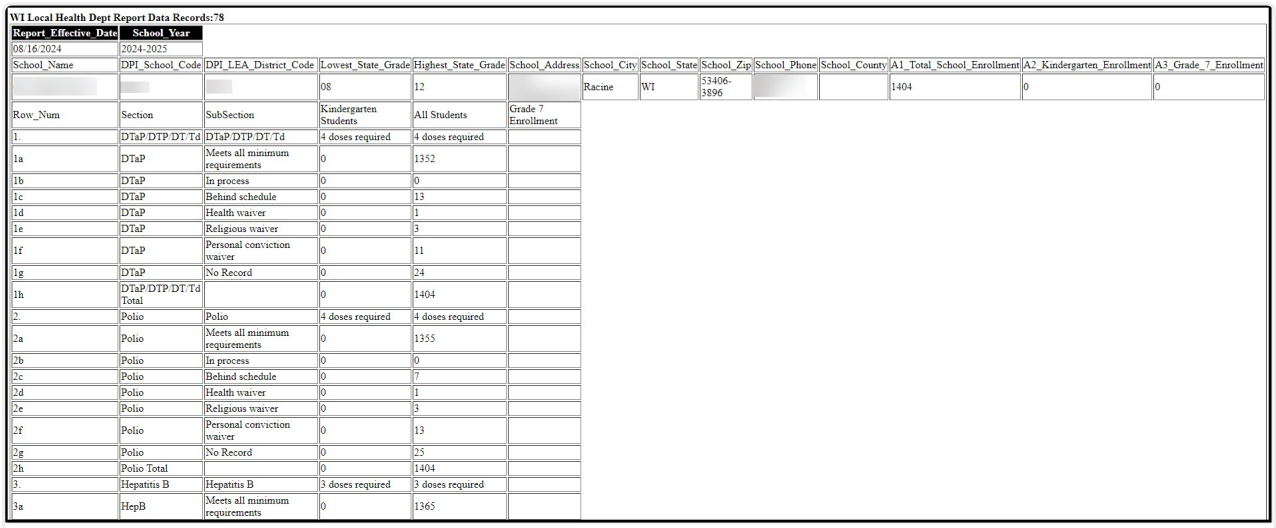
Report Editor

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

Field	Description
Effective Date	Entered date returns only those students actively enrolled on that date. Dates are entered in *mmddyy* format or can be chosen by clicking the calendar icon.
Format	The Local Health Department Report can be generated in either HTML or CSV. Data returned on the HTML or Comma Delimited output is then entered into a F-04002 form (available from DPI) for each school.
Ad hoc Filter	Selecting an Ad hoc Filter returns only those students who are included in that filter and meet the reporting requirements of the report itself.
Calendar Selection	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. Calendars can be listed by the Active Year, by School name or by Year. Note that when more than one calendar is selected, the report must be submitted to the batch for generation. It is recommended that users do not select all schools in the district at one time.
Report Generation	The report can be generated immediately using the **Generate Extract** button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the **Submit to Batch** button, which allows the user to choose when the report is generated. See the Batch Queue article for more information.

Generate the Report

1. Enter the **Effective Date**.
2. Select the desired **Format** of the report.
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 displays in a separate window in the designated format.



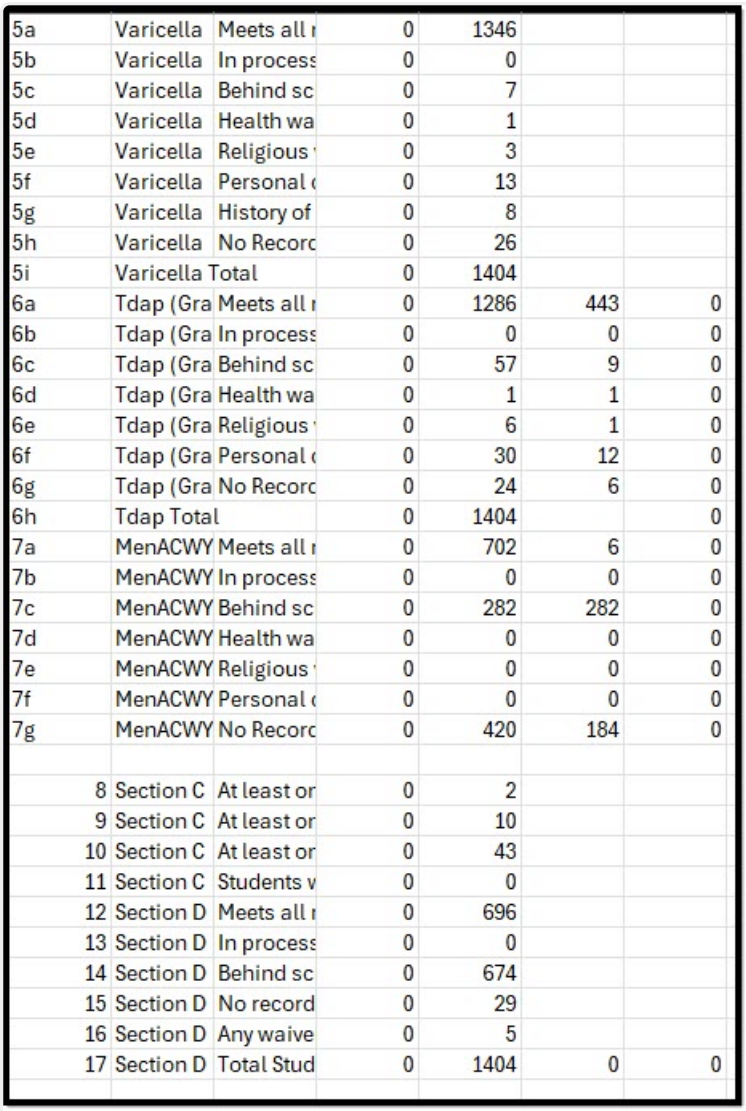
WI Local Health Dept Report Data Records:78

Report_Effective_Date	School_Year
08/16/2024	2024-2025

School_Name	DPI_School_Code	DPI_LEA_District_Code	Lowest_State_Grade	Highest_State_Grade	School_Address	School_City	School_State	School_Zip	School_Phone	School_County	A1_Total_School_Enrollment	A2_Kindergarten_Enrollment	A3_Grade_7_Enrollment
			08	12		Racine	WI	53406-3896			1404	0	0

Row_Num	Section	SubSection	Kindergarten Students	All Students	Grade 7 Enrollment
1.	DTaP/DTP/DT/Td	DTaP/DTP/DT/Td	4 doses required	4 doses required	
1a	DTaP	Meets all minimum requirements	0	1352	
1b	DTaP	In process	0	0	
1c	DTaP	Behind schedule	0	13	
1d	DTaP	Health waiver	0	1	
1e	DTaP	Religious waiver	0	3	
1f	DTaP	Personal conviction waiver	0	11	
1g	DTaP	No Record	0	24	
1h	DTaP/DTP/DT/Td Total		0	1404	
2.	Polio	Polio	4 doses required	4 doses required	
2a	Polio	Meets all minimum requirements	0	1355	
2b	Polio	In process	0	0	
2c	Polio	Behind schedule	0	7	
2d	Polio	Health waiver	0	1	
2e	Polio	Religious waiver	0	3	
2f	Polio	Personal conviction waiver	0	13	
2g	Polio	No Record	0	25	
2h	Polio Total		0	1404	
3.	Hepatitis B	Hepatitis B	3 doses required	3 doses required	
3a	HepB	Meets all minimum requirements	0	1365	

Local Health Department Report HTML - Header and Rows 1-3a



5a	Varicella	Meets all r	0	1346		
5b	Varicella	In process	0	0		
5c	Varicella	Behind sc	0	7		
5d	Varicella	Health wa	0	1		
5e	Varicella	Religious	0	3		
5f	Varicella	Personal (	0	13		
5g	Varicella	History of	0	8		
5h	Varicella	No Recorc	0	26		
5i	Varicella Total		0	1404		
6a	Tdap (Gra	Meets all r	0	1286	443	0
6b	Tdap (Gra	In process	0	0	0	0
6c	Tdap (Gra	Behind sc	0	57	9	0
6d	Tdap (Gra	Health wa	0	1	1	0
6e	Tdap (Gra	Religious	0	6	1	0
6f	Tdap (Gra	Personal (	0	30	12	0
6g	Tdap (Gra	No Recorc	0	24	6	0
6h	Tdap Total		0	1404		0
7a	MenACWY	Meets all r	0	702	6	0
7b	MenACWY	In process	0	0	0	0
7c	MenACWY	Behind sc	0	282	282	0
7d	MenACWY	Health wa	0	0	0	0
7e	MenACWY	Religious	0	0	0	0
7f	MenACWY	Personal (	0	0	0	0
7g	MenACWY	No Recorc	0	420	184	0
8	Section C	At least or	0	2		
9	Section C	At least or	0	10		
10	Section C	At least or	0	43		
11	Section C	Students v	0	0		
12	Section D	Meets all r	0	696		
13	Section D	In process	0	0		
14	Section D	Behind sc	0	674		
15	Section D	No record	0	29		
16	Section D	Any waive	0	5		
17	Section D	Total Stud	0	1404	0	0

Local Health Department Report Comma Delimited - Rows 5a-17

Report Layout

Column	Description	Location
Header		
Report Effective Date	The effective date of the report selected in the report editor. *Alphanumeric, 10 (MM/DD/YYY)*	Report editor
School Year	The school year selected in the report editor. *Alphanumeric, 9 (YYYY-YYYY)*	Report editor School.endYear

Column	Description	Location
School Name	The name of the school(s) selected in the report editor. *Alphanumeric*	Report editor School.name
DPI School Code	The code associated with the school. *Numeric, 4 (XXXX)*	School Information > State School Number School.number
DPI LEA District Code	The district code. *Numeric, 4 (XXXX)*	District Information > District Detail > State District Number District.number
Lowest State Grade	The lowest grade associated with the school. *Alphanumeric, 2 (XX)*	Calendar > Grade Levels GradeLevel.stateGrade
Highest State Grade	The highest grade associated with the school. *Alphanumeric, 2 (XX)*	Calendar > Grade Levels GradeLevel.stateGrade
School Address	The address of the school. *Alphanumeric*	School Information > Address School.address
School City	The school's city. *Alphanumeric*	School Information > City School.city
School State	The school's state. *Alphanumeric, 2 (WI)*	School Information > State School.state
School Zip	The school's zip. *Numeric, 10 (XXXXX-XXXX)*	School Information > Zip School.zip

Column	Description	Location
School Phone	The school's phone number. *Alphanumeric, Ex. (555)555-5555*	School Information > Phone School.phone
School County	The county of the school. *Alphanumeric*	District Information > County District.county
A1: Total School Enrollment	The total number of students enrolled at the school. *Numeric*	Calculated
A2: Kindergarten Enrollment	The total number of kindergarten students at the school. *Numeric*	Calculated
A3: Grade 7 Enrollment	The total number of students in grade 7 at the school. *Numeric*	Calculated
A4: Grade 12 Enrollment	The total number of grade 12 students at the school. *Numeric*	Calculated
Report		
Row Num	The row number. *Alphanumeric*	Not dynamically stored
Section	The immunization name. *Alphanumeric*	Not dynamically stored

Column	Description	Location
Sub Section	The break down of the each vaccine, by: • Meets all minimum requirements • In process • Behind schedule • Health waiver • Religious waiver • Personal conviction waiver • History of Varicella disease (Varicella only) • No Record *Alphanumeric*	Not dynamically stored
Kindergarten Students	The total count of kindergarten students who meet the requirements for the row. *Numeric*	Calculated Enrollments > Grade Enrollment.grade Calendar > Grade Levels > State Grade Level Code GradeLevel.stateGrade
All Students	The total count of all students who meet the requirements for the row. *Numeric*	Calculated Enrollments > Grade Enrollment.grade Calendar > Grade Levels > State Grade Level Code GradeLevel.stateCode

Column	Description	Location
Grade 7 Enrollment	The total count of all 7th grade students who meet the requirements for Tdap and Meningococcal. *Numeric*	Calculated Enrollments > Grade Enrollment.grade Grade Levels > State Grade Level Code GradeLevel.stateCode
Section C Section C displays the summary totals at the bottom of the report in rows 8-11. The following Compliance Statues are summed, and the sum values display in the Kindergarten Students, All Students, and Grade 7 Enrollment columns: • 8: At least one health waiver • 9: At least one religious waiver • 10: At least one personal conviction • 11: Students who have received no immunizations and have a waiver for all vaccines		
Section D Section D displays the summary totals at the bottom of the report in rows 12-17. The following Compliance Statues are summed, and the sum values display in the Kindergarten Students, All Students, and Grade 7 Enrollment columns: • 12: Meets all minimum requirements • 13: In process • 14: Behind schedule • 15: No record • 16: Any waiver • 17: Total Student Count		