

# Capture Staff Covid Vaccination Data

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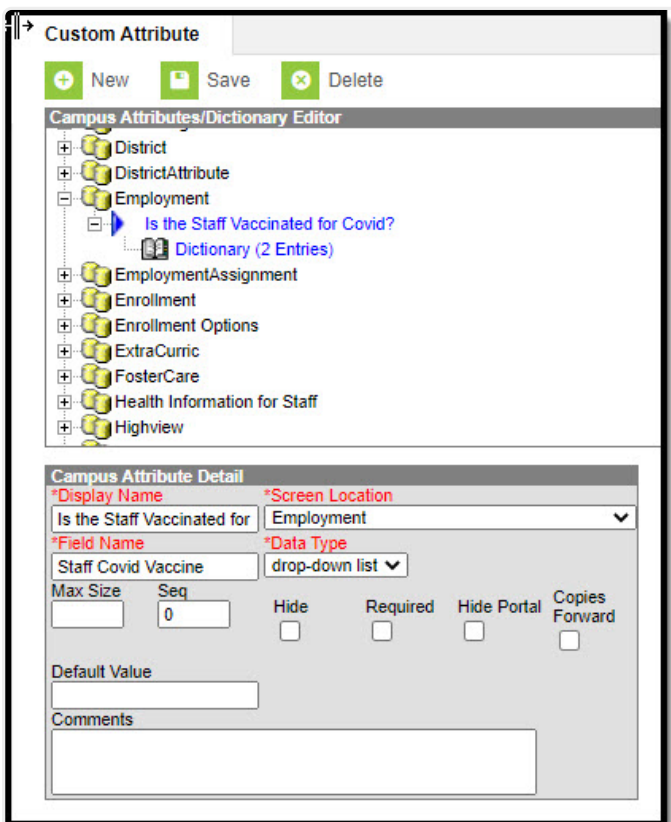
When you need to capture COVID vaccination information on Staff, Campus recommends adding a custom attribute for staff on the District Employment tool.

The [Student Immunizations](#) tool is for student vaccine data entry ONLY.

## District Employment Custom Attribute Setup

Tool Search: Custom Attribute

The first step is to set up a custom attribute on the District Employment tool at Custom Attribute > Employment. See the [Custom Attribute](#) documentation for additional information on setting up custom fields.



*Custom Attribute Setup Example*

# District Employment Example

Tool Search: District Employment

The field displays in the District Employment tool. In the example below, a dropdown field has been used to indicate if the staff has been vaccinated in a Yes/No question format. See the [District Employment](#) documentation for additional information.

The screenshot shows a web interface for 'Employment Records'. At the top, there are buttons for 'Save', 'Delete', 'New', and 'Documents'. Below this is a section titled 'Employment Records' containing a link for '#0281 ROBBINSDALE SCHOOL DISTRICT (09/09/2019 -)'. The main section is 'Employment Information' and contains the following fields:

- \*Start Date:** 09/09/2019 (with a calendar icon)
- End Date:** (empty field with a calendar icon)
- Teaching Start Year:** (empty field with a calendar icon)
- Teaching Years Modifier:** 0
- License Number:** 12345
- FTE Percent (whole number 0-100):** 0
- Seniority:** 2: 2nd Year (dropdown menu)
- Education:** 5: Bachelor's degree (dropdown menu)
- Is the Staff Vaccinated for Covid?:** A dropdown menu with 'Yes: Yes' and 'No: No' options.

Below the form, there is a caption: *Staff Covid Vaccine Custom Attribute Example*

## Query Custom Attribute Data

Custom Attributes can be queried in Ad hoc. See the [Query Wizard](#) documentation for additional information.