

# Immunization Certificate Report (Wisconsin)

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Tool Search: Immunization Certificate Report

The Immunization Certificate Report provides a listing of students who have met immunization compliance on the basis of a valid certificate, rather than the dates and numbers of immunizations.

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.

Immunization Certificate Report ☆ [Health Office](#) > [Reports](#) > [Immunization Certificate Report](#)

## Immunization Certificate Report

Immunization Certificate Report. This is a very complex report, so try to limit the number of students run per batch.  
No Certificate Found should not be run in conjunction with Any other Selected Certificate Type.

Which students would you like to include in the report?

Grade

All Students

- E3
- E4
- K2
- K4
- KG
- PK
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11

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 Fratt 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

CTRL-click or SHIFT-click to select multiple

Certificate Date:  To

No Certificate Record Found

Sort Options

Enrollment Effective Date:

Grade

Student Name

Certificate Type

Immunization Certificate Report Editor

**Read** - Generate the Immunization Certificate Report.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

## Report Logic

This report uses information from the student's [Immunizations](#) tool for data. The following situations will report:

- Students who do not have an immunization certificate record.
- Students who have a certificate where the date that falls into a range of dates defined by the user.

When a student has two enrollments where one has an end date and the other does not have an end date:

- When the End Date is before the current date, the enrollment is not used in the report.
- When the End Date is equal to or after the current date or is null, the enrollment is used in the report.

## Report Editor

The following defines the options available on the Immunizations Certificate Report.

Field	Description
<b>Student Selection</b>	Students can be selected by either a Grade Level or an Ad hoc Filter. If choosing a grade level, only those grades in the calendar selected in the Campus toolbar are listed. If choosing an ad hoc filter, only those students included in the ad hoc filter will be included in the report, if they meet the other selected requirements.
<b>Certificate Date</b>	To return certificates between a certain date range, enter the to and from dates in the <b>Certificate Date</b> field in <i>mmddyy</i> format, or use the calendar icon to select a date.  To return student names where no certificate record is found, mark the <b>No Certificate Record Found</b> checkbox.
<b>Sort Options</b>	The report can sort students included on the report by <b>Grade</b> , <b>Student Name</b> , or <b>Certificate Type</b> . An Enrollment <b>Effective Date</b> can also be included to student enrolled as an effective date.
<b>Calendar Selection</b>	Select which calendars to include in the report. The calendar selected in the Campus toolbar is automatically selected. Calendars can be selected by active year, by school or by year.

## Generate the Report

1. Select the **Grade level** of the students to include on the report from the dropdown list. Or, select an Ad hoc filter.
2. Enter the **Certificate Date** range to provide a specific starting point and ending point.
3. Select the **Sort Options** for the report.
4. Select the **Calendars** to include on the report.
5. Click the **Generate Report** button.

The report generates in PDF format, listing the students with the matching criteria entered.

23-24  
Case High School  
02/22/2024 01:29:17 PM

Immunization Certificate Report  
Grades: 09 10 11 12

23-24 Case High School

Grade Student

Grade	Student	Certificate Date
11		02/16/2023
11		09/10/2018
10		02/17/2023
10		03/21/2023
10		09/07/2022
09		12/02/2022
11		09/10/2018
10		02/17/2023
11		10/10/2019

Immunization Certificate Report - PDF Format