

Immunization Certificate Report (Wisconsin)

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

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

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 Record 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

Certificate Date: To

☐ No Certificate Record Found

Sort Options

Enrollment Effective Date:

☐ Grade

☐ Student Name

☒ Certificate Type

Generate Report

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

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
Student Selection	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.
Certificate Date	To return certificates between a certain date range, enter the to and from dates in the Certificate Date 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 No Certificate Record Found checkbox.
Sort Options	The report can sort students included on the report by Grade , Student Name , or Certificate Type . An Enrollment Effective Date can also be included to student enrolled as an effective date.
Calendar Selection	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	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