

# Health Office Reports Tool Rights

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

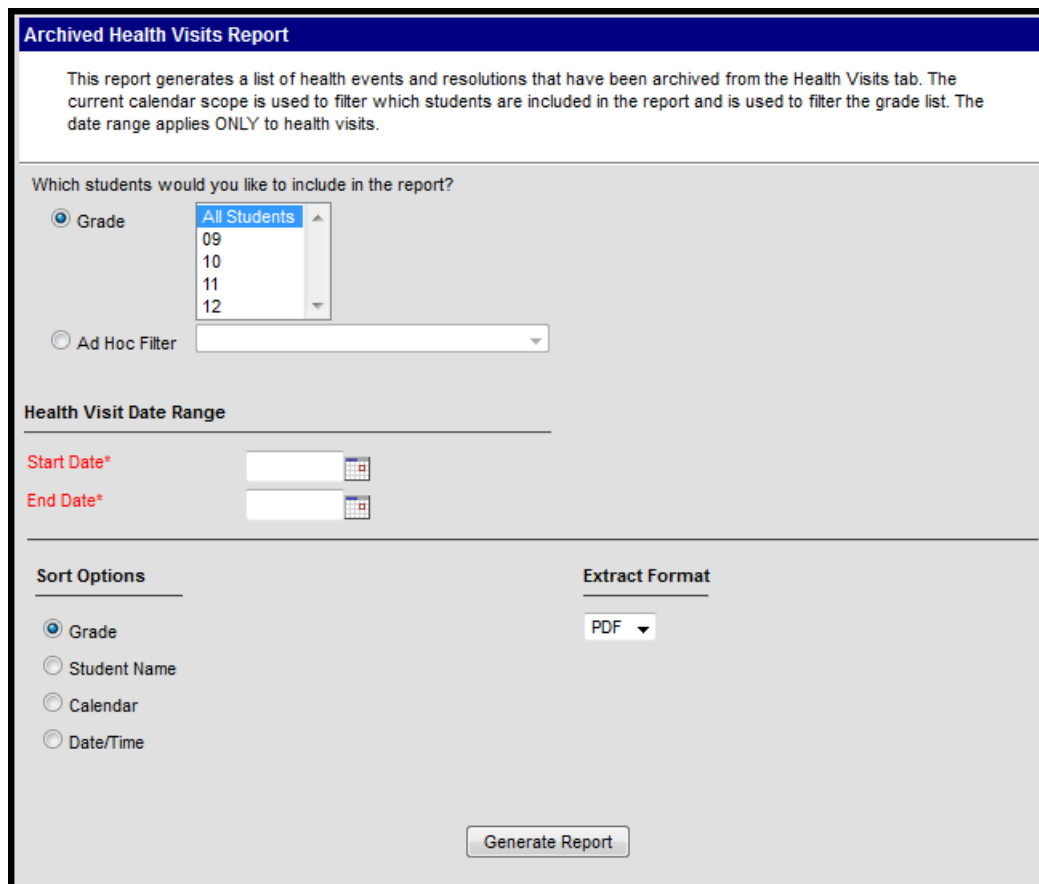
Since generating a report doesn't add or change existing data, only **Read** rights are required. Write/Add/Delete rights, if granted, have no impact. This article contains screenshots of what the Health Office Reports tools look like, with summaries of what each report is used for.

See the articles in the [Health Office - Reports](#) category to learn more about how these reports are used and generated.

## Archived Health Visits Report

This report generates a list of health events and resolutions that have been archived from the **Health Visits** tab.

► [Click here to expand...](#)



**Archived Health Visits Report**

This report generates a list of health events and resolutions that have been archived from the Health Visits tab. The current calendar scope is used to filter which students are included in the report and is used to filter the grade list. The date range applies ONLY to health visits.

Which students would you like to include in the report?

☒ Grade 

- 09
- 10
- 11
- 12

☐ Ad Hoc Filter

**Health Visit Date Range**

Start Date\*

End Date\*

**Sort Options**

☒ Grade  
☐ Student Name  
☐ Calendar  
☐ Date/Time

**Extract Format**

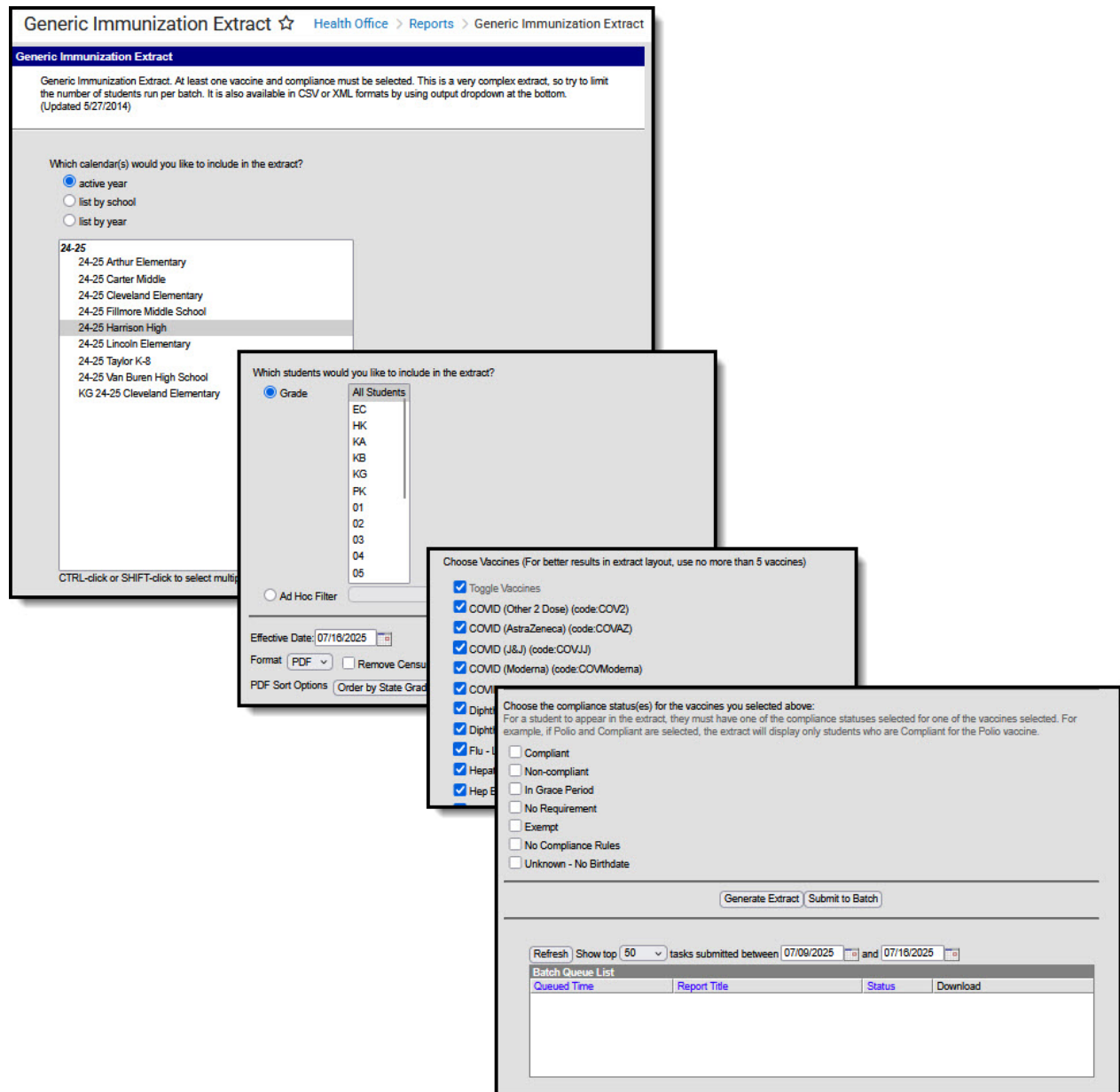
▼

## Generic Immunization Extract

The Generic Immunization Extract reports immunizations entered for a student, much like the

Immunizations Report. This report is useful for tasks such as identifying students who are or are not compliant for a selected vaccine.

► [Click here to expand...](#)



## Health Condition Alerts Report

Health alerts are created by checking the Flag box on a student's [Condition](#) record. This report returns a list of students with the selected condition or conditions and health alerts.

► [Click here to expand...](#)

Health Condition Alerts Report ☆ [Health Office](#) > [Reports](#) > Health Condition Alerts Report

**Health Condition Alerts Report**

This report provides a list of students who have the selected Health Conditions with Flag checked that are active during the entered Date Range. Selecting Group By Calendar will allow multiple calendars to report. Selecting Group By Grade, Course-Section, or no Grouping option requires that a single calendar be selected in the toolbar. Active and Inactive Conditions display unless the "Active Conditions Only" box is checked. Emergency Contact Information displays for each student unless the "Include Detail" box is unchecked.

**Select Health Condition Groups**

All  
Allergy

CTRL-click or SHIFT-click to select multiple

**Select Condition Alerts**

☐ Active Conditions Only

Disorder of ligament, unspecified site  
Disorder of male genital organs, unspecified  
Disorder of muscle, unspecified  
Disorder of pancreatic internal secretion, unspecified  
Disorder of pigmentation, unspecified  
Disorder of pituitary gland, unspecified  
Disorder of the skin and subcutaneous tissue, unspecified  
Disorder of thyroid, unspecified  
Disorder of urea cycle metabolism, unspecified  
Disorder of urinary system, unspecified  
Disorder of written expression

CTRL-click or SHIFT-click to select multiple

Report Format: PDF

**Ad Hoc Filter:**

Flagged conditions active between\*

and 09/28/2022

**Display Options**

☒ Include Detail

**Group By**

☐ Calendar  
☒ Grade  
☐ Course-Section

**Source Grade**

Grade Level  
All  
01  
02  
03

CTRL-click or SHIFT-click to select multiple

Generate Report

## Health Condition Summary Report

The Health Condition Summary reports summary totals of Health Conditions active within the specified Date Range.

► [Click here to expand...](#)

Health Condition Summary Report ☆ [Health Office](#) > [Reports](#) > Health Condition Summary Report

**Health Conditions Summary**

This report will display summary totals of Health Conditions and Alerts active in the date range, organized by Health Condition Group. Uncheck the "Include Calendars" checkbox to remove the calendar names from the printout.

**Extract Options**

Start Date\* 07/01/2024  
End Date\* 08/30/2025

Include Calendars ☒

Report Format: PDF

Generate Extract

**Select HealthCondition groups**

All Conditions  
Health Conditions (non-grouped)  
Allergy

CTRL-click or SHIFT-click for multiple

**Which calendar(s) would you like to include in the report?**

☒ active year  
☐ list by school  
☐ list by year

24-25  
24-25 Arthur Elementary  
24-25 Carter Middle  
24-25 Cleveland Elementary  
24-25 Fillmore Middle School  
24-25 Harrison High  
24-25 Lincoln Elementary  
24-25 Taylor K-8  
24-25 Van Buren High School  
KG 24-25 Cleveland Elementary

## Health Office Visit 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.

► [Click here to expand...](#)

## 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

Generate Report For:

☒ Effective Date  
☐ Date Range

Effective Date  

☐ Kept Appointments Only

Sort By:  
☒ Student  
☐ Date/Time  
☐ Kept or Missed Appointment, Student  
☐ Kept or Missed Appointment, Date/Time

Report Format:  ▼

CTRL-click or SHIFT-click to select multiple

*CTRL-click or SHIFT-click to select multiple*

Generate Report    Submit to Batch

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

Batch Queue List			
Queued Time	Report Title	Status	Download

# Health Screenings Compliance Report

The Health Screening Compliance Report aids districts in identifying students who do or do not have specific health screenings in a date range or for an entire school year.

► [Click here to expand...](#)

### Health Screenings Compliance Report

This report includes students who either have or do not have Health Screening records within the entered date range. Screening records that contain only a date will not be included. Note that the Health Screening choices display the names of sub-screenings, which may be included in one or more Screening Types. For example, a Child and Teen Checkup sub-screening can be part of an Early Childhood or a Child & Teen Checkup Screening Type. To check on compliance for a Child & Teen Checkup Screening Type, you should select all of the sub-screenings contained in that Type (Height/Weight and Vital Signs, Vision, Hearing, Child and Teen Checkup, Developmental, and Social-Emotional).

- Leaving both date fields blank will include records found on all dates.
- Providing only a From date includes records from that date onward.
- Providing only a To date includes records prior to that date.

Selecting multiple screenings, multiple calendars and multiple students at one time in this report is a database intensive procedure. Selecting all calendars, all students and all screenings may increase the amount of time it takes to generate the report.

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Which students would you like to include in the report?

☒ Grade 

All Students  
EC  
HK  
KA  
KB

☐ Ad Hoc Filter

Enrollment Effective Date 

09/24/2019

Select Calendars\*

\*Should be same calendar year as Enrollment Effective Date

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

19-20

19-20 Arthur Elementary  
19-20 Carter Middle  
19-20 Cleveland Elementary  
19-20 Fillmore Middle School  
19-20 Harrison High  
19-20 Lincoln Elementary  
19-20 Taylor K-8  
19-20 Van Buren High School  
KG 19-20 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

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**Health Screening**

☒ Have ☐ Do NOT Have

Screenings From  To

☐ Sports Physical  
☐ Height/Weight and Vital Signs  
☐ Vision  
☐ Hearing  
☐ Early Childhood Screening  
☐ Child and Teen Checkup  
☐ Developmental

☐ Social-Emotional  
☐ Speech  
☐ Tuberculosis  
☐ Scoliosis  
☐ Dental  
☐ Lead Level  
☐ Concussion

☐ Include individual screening comments

☐ Include guardian contact information

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**Sort Options**

☒ Grade ☐ Student Name

☐ Student Number ☐ Homeroom Teacher

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Report Format: 

PDF

Generate Report

## Immunization Batch Report

This report takes information from the selected students' [Immunization](#) records and generates a summary for each student, one page per student.

► [Click here to expand...](#)

Immunization Batch Report ☆

Health Office > Reports > Immunization Batch Report

Batch Immunization Report

Batch version of single student immunization report. 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

Which students would you like to include in the report?

☒ Grade

All Students

09

10

11

12

☐ Ad Hoc Filter

Enrollment Effective Date

07/16/2025

Sort Options

☒ Student Name
☐ Grade

Generate Report

Submit to Batch

Refresh

Show top 50

tasks submitted between

07/09/2025

and

07/16/2025

Batch Queue List

Queued Time	Report Title	Status	Download

## Immunization Compliance Summary Report

The Health Immunization Compliance Summary Report provides a summary of immunization compliance broken out by grade, compliance status, and exemptions with totals for all vaccines selected and each individual vaccine with rules.

► [Click here to expand...](#)



Immunization Summary Report ☆

Health Office > Reports > Immunization Summary Report

Health Immunization Compliance Summary Report

This report will give a summary of immunization compliance broken out by grade, compliance status, dose count, and exemptions/waivers with totals for all vaccines selected and each individual vaccine with rules. It will also display dose count for each vaccine selected, broken out by grade. Compliance information will not be shown if there are not rules for the vaccines selected.

NOTE: This is a very complex report. Limit the number of students run per batch.

Which students would you like to include in the report?

☒ Grade 

All Students  
09  
10  
11  
12

☐ Ad Hoc Filter

Effective Date: 07/16/2025

Exemption Codes (Choose 8 Max)

M:Medical Exempt  
L:Lab Conf  
H:Hx/Dis  
S:Historical  
A:Allergy  
P:Personal Waiver

Select which sections you would like to include in the report.

☒ All vaccines compliance totals  
☒ Compliance totals by vaccine  
☒ Dose count totals by vaccine

Generate Report

Select the vaccines you would like to include in the report.

☒ Toggle Vaccines  
☒ COVID (AstraZeneca)  
☒ COVID (J&J)  
☒ COVID (Moderna)  
☒ COVID (Other 2 Dose)  
☒ COVID (Pfizer)  
☒ Diphtheria and Tetanus [DT]  
☒ Diphtheria-tetanus-pertussis, combined [DTaP, DTP]  
☒ Flu - Live  
☒ Haemophilus Influenza, type B [Hib]  
☒ Haemophilus influenza, type B [Hib]  
☒ Hep B  
☒ Hep B 2  
☒ Hepatitis A [Hep A]  
☒ Hepatitis B - 3 Dose [Hep B - 3 Dose]  
☒ Hib 3 dose series  
☒ Human Papillomavirus [HPV]  
☒ Influenza  
☒ Measles  
☒ Measles-Mumps Rubella [MMR]  
☒ Measles-Mumps-Rubella-Varicella [MMRV]  
☒ Meningococcal  
☒ Meningococcal B  
☒ Meningococcal(MenACWY)  
☒ Mumps

## Immunizations Report

The Immunization Report lists the immunizations that have been entered for a student.

► [Click here to expand...](#)

Immunizations Report ☆

Health Office > Reports > Immunizations Report

Health Immunization Report

Health Immunization Report. At least one vaccine and compliance must be selected. This is a very complex report, so try to limit the number of students run per batch.

Which students would you like to include in the report?

☒ Grade 

All Students  
09  
10  
11  
12

☐ Ad Hoc Filter

Effective Date: 07/16/2025

Choose Vaccines (better result layout if no more than 5 vaccines are chosen)

☒ Toggle Vaccines  
☒ COVID (AstraZeneca)  
☒ COVID (J&J)  
☒ COVID (Moderna)  
☒ COVID (Other 2 Dose)



# Medication Summary Report

The Medication Summary Report lists prescription information for students in the selected calendar or the student list.

► [Click here to expand...](#)

Medication Summary Report ☆

Health Office > Reports > Medication Summary Report

Health Medication Summary Report

This report shows a summary of prescription information for students in the selected calendars or student list. The date range specifies the period in which to check if any medications were submitted into the system. Use the sort options to specify the order in which the results should appear. All three sort options are applied to the results, but the selected option is the first priority.

Which students would you like to include in the report?

Students:

☒ Student Name(#Student Number)-Grade

All students

Abegg, Dylan (#171900001)-11

Carr, Shayla (#108283)-10

Carrison, Khalil (#108293)-10

Carver, Jing-Ho (#108305)-10

Charlish, Shauna (#108495)-10

Dealtry, Suzana (#8155211)-10

Disse, Daniela (#110398)-10

Feyler, Caroline (#126197)-09

Haines, Cheryl (#3795352)-10

Hedding, Jemma (#118291)-09

Ad Hoc Filter:

Which medications would you like to include in the report?

All Medications

ABILIFY (Aripiprazole)

ACETAMINOPHEN

ADDERALL IR

ADDERALL XR

ADVAIR

ALBUTEROL

ALEVE

ALLEGRA

AMITRIPTYLINE

AMOXICILLIN

CTRL-click or SHIFT-click to select multiple

Medication Date Range (Required fields)

Start Date\*

End Date\* 07/16/2025

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

24-25

24-25 Arthur Elementary

24-25 Carter Middle

24-25 Cleveland Elementary

24-25 Fillmore Middle School

24-25 Harrison High

24-25 Lincoln Elementary

24-25 Taylor K-8

24-25 Van Buren High School

KG 24-25 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

Sort Options

☒ School Year / Name

☐ Student Name

☐ Medication Name / Form

☐ Date Submitted

Report Format: PDF

Generate Report

## Suggested User Groups

- [Health Office Administrators](#)
- [Health Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.

