

Window	Information
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Accessing the Health Reports



1. From the **Index**, select the **Health** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Expand the **Reports** option within the Health folder. Reports are provided for **Annual Immunization, Conditions, Immunizations, KG Screening and Sixth Grade Letter**.

Generating the Annual Immunization Report



This report will list the student's annual immunizations status report.

1. Enter the **Effective Date** by which to generate the report. This field will be defaulted to the current date. If left blank, the report will look at all records in the calendar chosen.
2. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, listing the immunizations for the calendar/school selected.



STUDENT ID	STUDENT NAME	BIRTH DATE	MM	TT	D	P	S	...
1000000001	JOHN DOE	01/15/2008	Y	Y	Y	Y	Y	...
1000000002	JANE SMITH	02/20/2008	Y	Y	Y	Y	Y	...

Generating the Conditions Report



This report will list the conditions that have been assigned to a student. This is a very complex report; the number of students included in a single report should be limited as much as possible.

1. Select the students to include in the report by selecting a **Grade Level** or an **Ad Hoc Filter** from the drop-down lists.
2. Enter a **Start** and **End Date** for the report. If left blank, the report will generate using the start and end dates of the calendar selected.

