

School Reporting System – Immunization Reporting – School/Child Care Facility User Procedures

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Version 3.2, January 2025 (SRS R4.1)

Overview of the Shots for School Immunization Reporting System

CAIR Hub is a secure website that is accessible to registered users from schools and childcare facilities in California. The Shots for School Immunization Reporting application is a module within CAIR Hub.

The site permits schools and childcare facilities to report the vaccination status for specific cohorts/grades (Pre-K/Child Care, TK/Kindergarten, and 7th Grade). These reports are filed every school year by staff from schools or childcare facilities (“School/Facility users”).

This document provides procedures for School/Facility user functions.

School/Child Care Facility User Functions

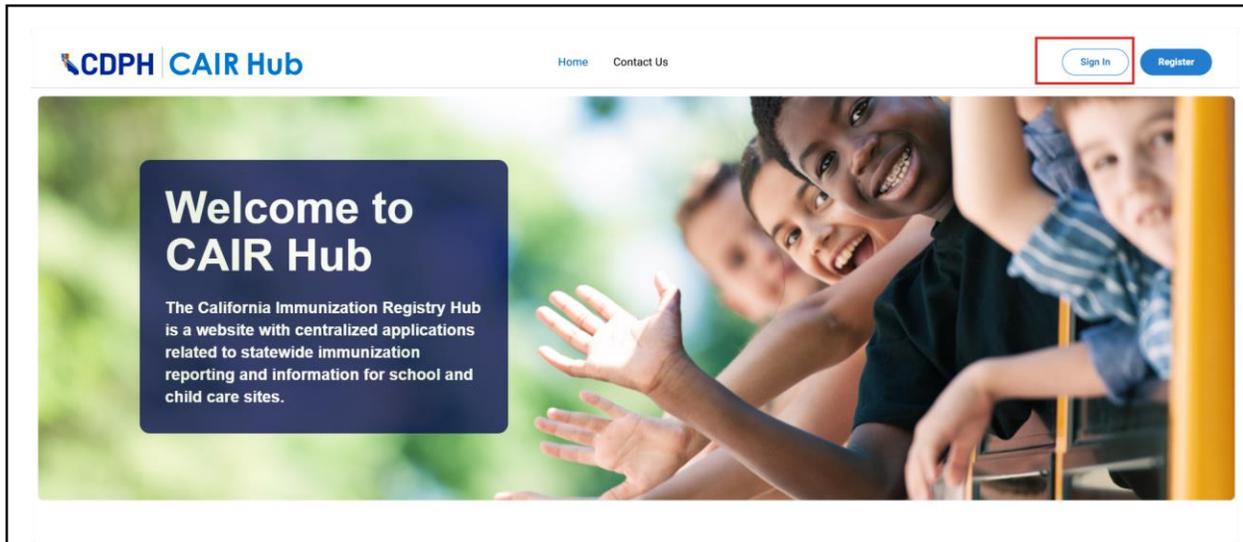
- Add a school/facility to user profile for reporting
- Sort the assigned school/facility list
- Remove a school or facility from the assigned school/facility list
- Open and view an assigned school/facility to start reporting
- Add or modify contact information for a school/facility
- Add or remove a designated school/facility contact
- Input reporting data by cohort for a school/facility and submit reports
- View and print summary reports

Note: You need to register in CAIR Hub to access the Shots for School Immunization Reporting. If you have not yet registered, refer to the ‘How to Register’ link in the Immunization Reporting section of the CAIRHUB as shown below

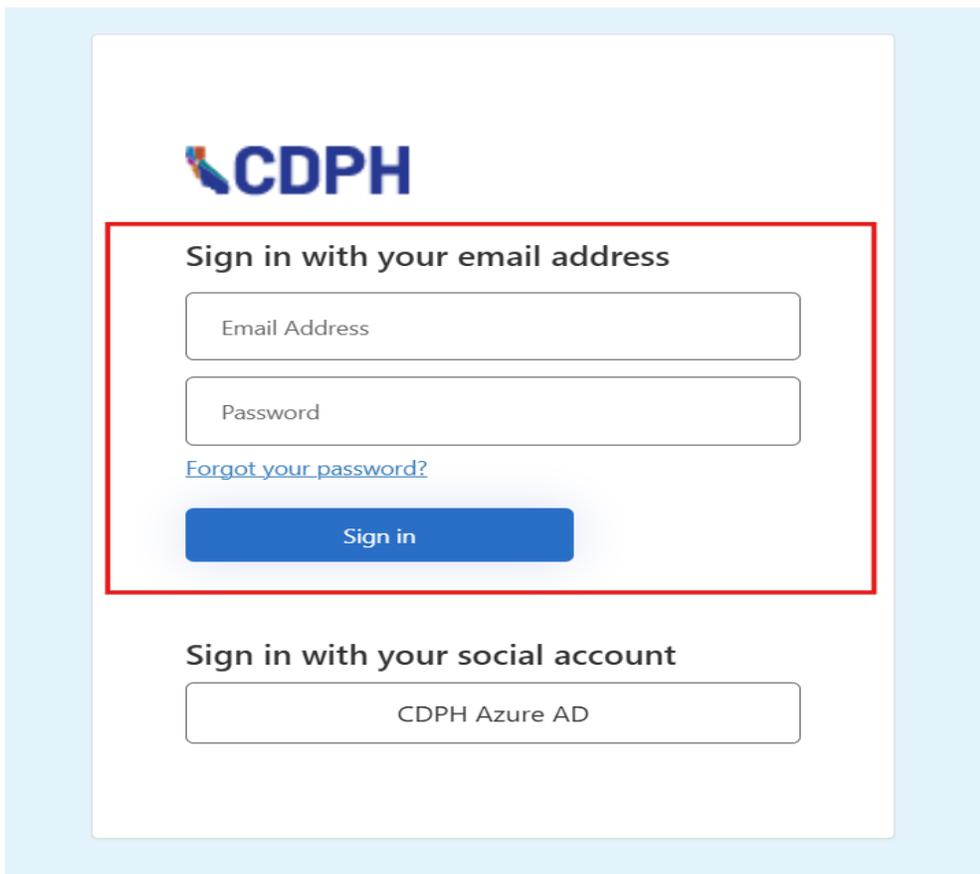


How to Sign in to the CAIR Hub Reporting Module

Once you have registered, each time you return to CAIR Hub you need to sign in.

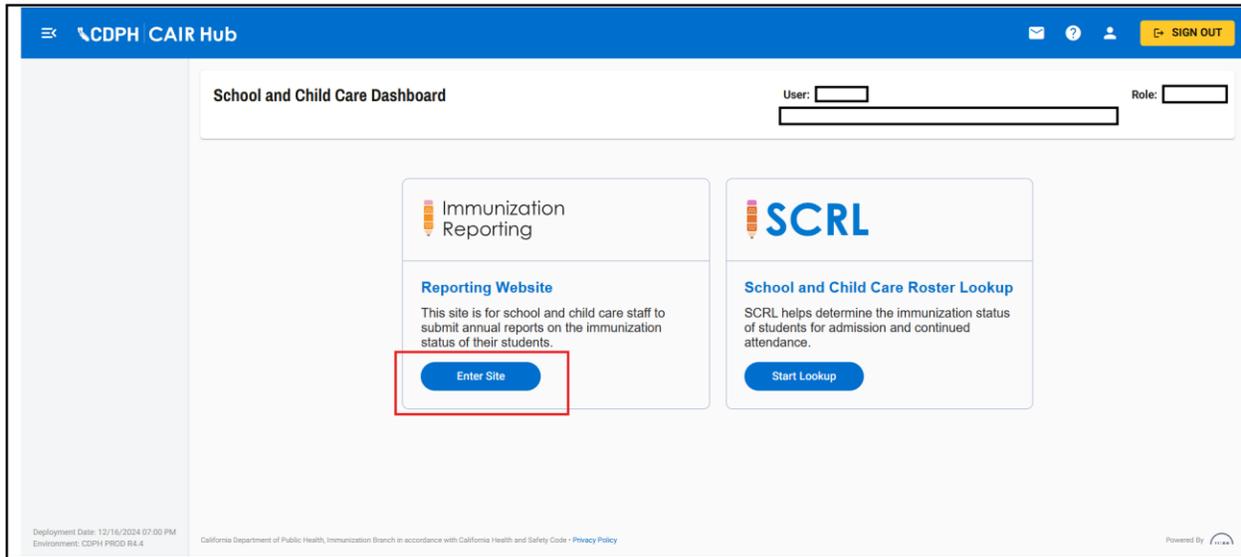


On the CAIR Hub Home page, click on the Sign In button.



1. Enter your username and password, and then click on the Sign in button, or if you are signing in using your social account, click on the CDPH Azure AD button, and then pick an account on the Microsoft screen that opens.

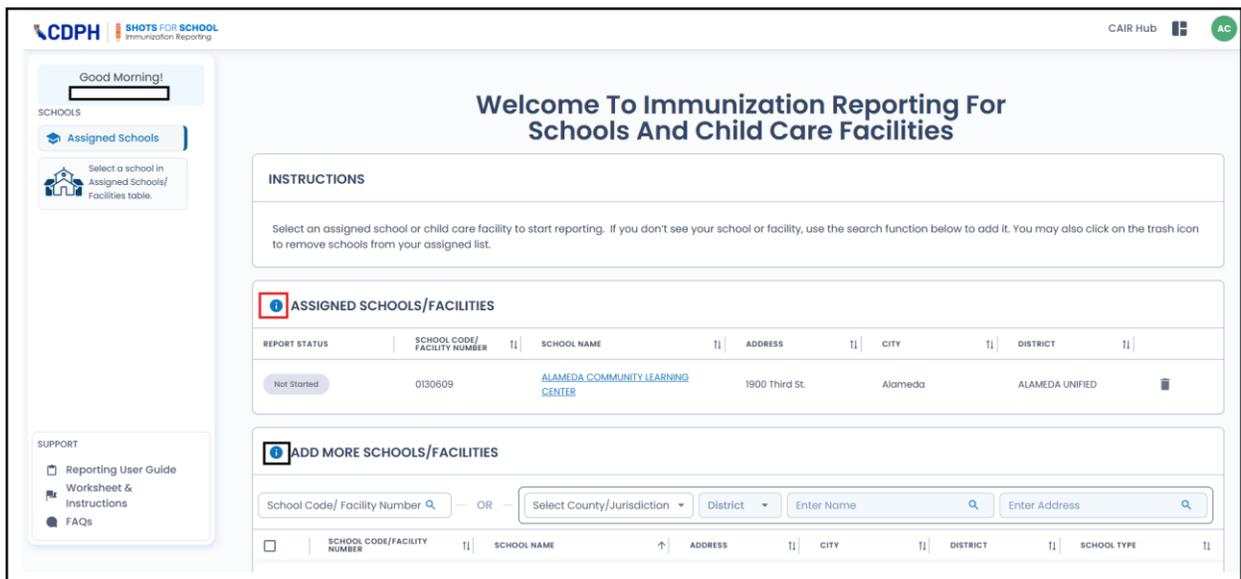
The CAIR Hub School and Child Care Dashboard opens.



2. Click on the Enter Site button.

The ShotsforSchool Immunization Reporting User site dashboard opens on the Assigned Schools page. (Ignore the SCRL button for now.)

Reporting User Site Dashboard Navigation



Note: Throughout this application there are information icons as shown in the screenshot above. If you hover your cursor over any of these icons, information will appear regarding that item.

Note: If the left-hand navigation menu is not displaying, click on the button with the three blue lines at the top left of your screen, or bring your browser screen resolution down to 90%.



Left-hand Navigation Menu

- **SCHOOL USER**
 - **Assigned Schools:** This page gives you the ability to assign schools/facilities to your list. It is also the pathway for preparing an immunization report on a school or facility’s behalf.
- **SUPPORT:**
 - **Reporting User Guide:** Link to the School Reporting System - School-Facility User Procedures – this document.
 - **Worksheet & Instructions:** Links to the [CDPH Immunization Reporting page](#).
 - **FAQs:** Immunization Reporting FAQs - <https://www.cdpd.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/reporting-faq.aspx>.

Top Right-hand Navigation

- **CAIR Hub:** This tab returns you to the School and Child Care dashboard.
- **Your Name:** You will see your first and last name on the right side of your profile icon. Once you click on the profile icon, you will see your email address appear below along with the Log Out option that will give you the ability to log out of the Shots for School Immunization Reporting system.

How to Log out



1. Click on your name in the top-right-hand navigation.
2. Click on the Log Out button.

The Assigned Schools Page

Note: Based on your email address, you may already have pre-assigned schools and/or facilities depending on reporting history, any relevant information that the California Department of Social Services (CDSS) or the California Department of Education (CDE) has on record.

How to Add a School/Facility to Your User Profile for Reporting

If you do not see your school or facility in your Assigned Schools/Facilities list, you will need to add it to your profile.

1. On the Assigned Schools page, scroll down to the Add More Schools/Facilities section.

1 ADD MORE SCHOOLS/FACILITIES

1 of 1 row(s) selected

2 School Code/ Facility Number — OR — 3 Select County/Jurisdiction Nevada 4 a District Nevada County ... 5 b Enter Name Nevada City School c Enter Address

<input checked="" type="checkbox"/>	SCHOOL CODE/FACILITY NUMBER	SCHOOL NAME	ADDRESS	CITY	DISTRICT	SCHOOL TYPE
<input checked="" type="checkbox"/>	0114330	Nevada City School Of The Arts	13032 Bitney Springs Rd., Bldg. 8	Nevada City	Nevada County Office Of Education	Public

Rows per page 10 1-1 of 1 < >

Refresh Add Selection

2. If you know the school code or facility number, enter it in the School Code/Facility Number field, and then click on the magnifying glass search icon.

Note: Also, as you type, you will see results appearing in the list below the search fields. You can select from this list.

The system adds a row for the school/facility to the list below the search fields.

3. If you do not know the school code or child care facility number, from the Select County field drop-down list, select the county in which the school/facility is located.
 - a. Then, either select the district from the drop-down list.
 - b. And/or, either enter a minimum of 3 characters in the school/facility name in the Enter Name field.
 - c. And/or enter a minimum of 3 characters in the address of the school/facility in the Enter Address field.

If the system finds the school/facility, it adds a row for it to the list below the search fields.

Note: You can sort this list by clicking on the column heading. See the *How to Sort Your Assigned Schools/Facilities List* section below for more information.

4. Click on the check box on the left of the school/facility row to select it.
5. Click on the Add Selection button.

The system adds the additional school/facility to the Assigned Schools/Facilities list.

i ASSIGNED SCHOOLS/FACILITIES						
REPORT STATUS	SCHOOL CODE/FACILITY NUMBER	SCHOOL NAME	ADDRESS	CITY	DISTRICT	
Not Started	2935500	Nevada Union High	11761 Ridge Rd.	Grass Valley	NEVADA JOINT UNION HIGH	

If needed, the same school/facility can be in more than one user’s assigned list.

How to Sort Your Assigned Schools/Facilities List

You can sort the Assigned Schools/Facilities list/table by clicking on up or down arrows on any of the column headers.

i ASSIGNED SCHOOLS/FACILITIES						
REPORT STATUS	SCHOOL CODE/FACILITY NUMBER	SCHOOL NAME	ADDRESS	CITY	DISTRICT	

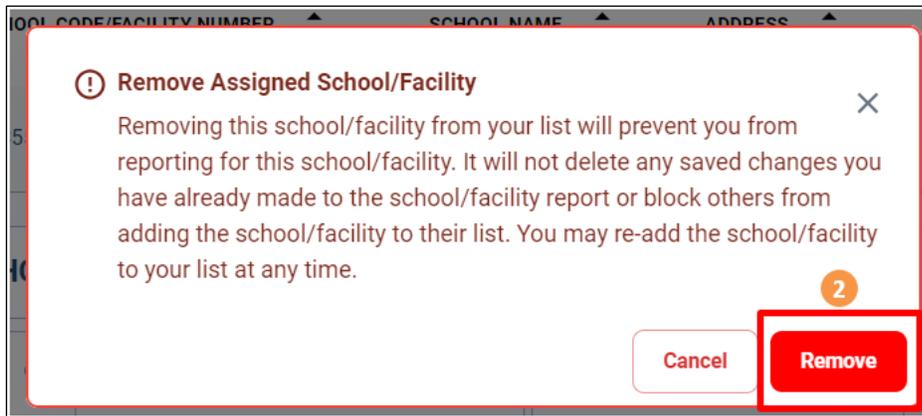
Clicking on the up arrow sorts alpha data in the order A-Z and clicking on the down arrow sorts alpha data in the order Z-A. Likewise, clicking on the up arrow sorts numerical data by putting the lowest number at the top of the list and clicking on the down arrow sorts numerical data by putting the highest number at the top of the list.

How to Remove a School/Facility from Your Assigned Schools/Facilities List

When you log in, you may see pre-set schools/facilities in your Assigned Schools/Facilities list. You can remove any of these that you will not be reporting on.

i ASSIGNED SCHOOLS/FACILITIES						
REPORT STATUS	SCHOOL CODE/FACILITY NUMBER	SCHOOL NAME	ADDRESS	CITY	DISTRICT	
In Progress	6007439	CAPAY JOINT UNION ELEMENTARY	7504 Cutting Ave.	Orland	Capay Joint Union Elementary	

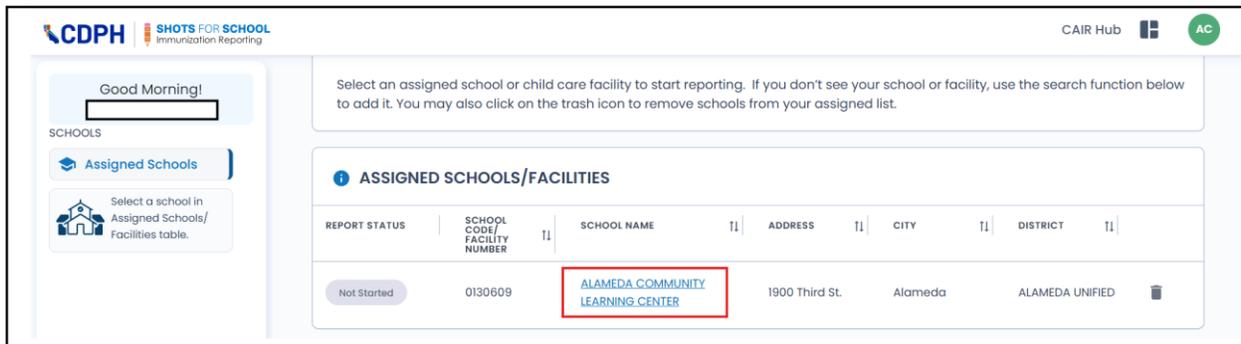
1. Locate the school/facility in your Assigned Schools/Facilities list that you wish to remove, and then click on the trash icon.



2. Click on the Remove button.

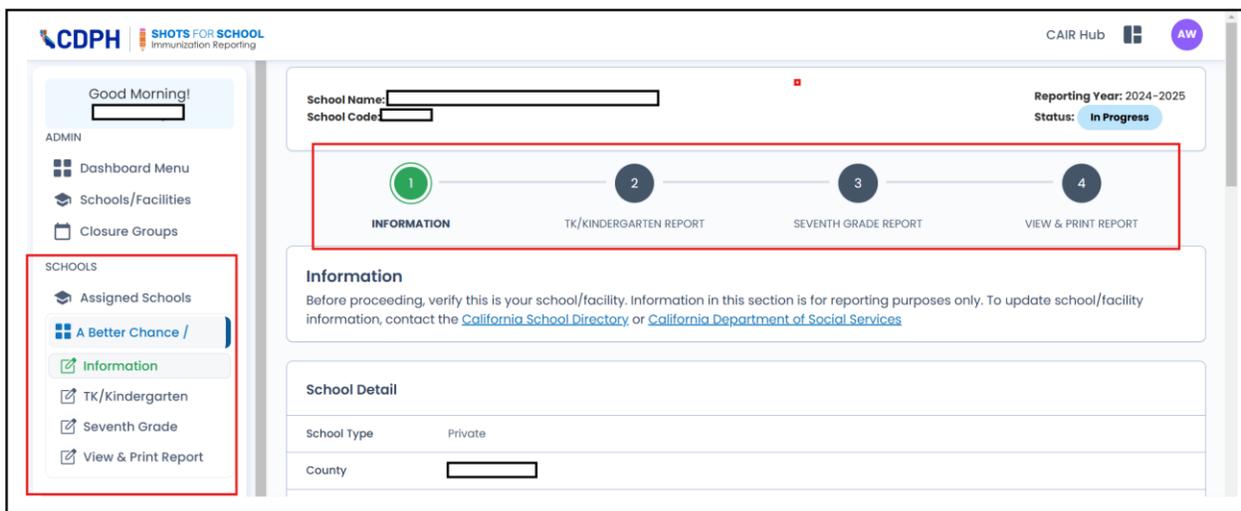
How to Report

How to Open and View an Assigned School/Facility to Start Reporting



1. In the list of assigned schools/facilities, click on the name of the school/facility that you wish to open.

The school/facility opens at the Information page.



For the purposes of completing the cohort reports, on the left-hand menu you have a link to each cohort reporting page associated with your school/facility, plus a link to view and print each submitted cohort report. Click on any of these links to open a cohort reporting page or the View & Print Report page.

Note: The cohorts related to the school/facility in this menu come pre-determined from CDSS (for child care facilities) and CDE (for schools).

Across the top you have the school/facility name and code, and the reporting status. Below that, there is a flow depicting each cohort reporting page plus the view and print page, and where you are in the reporting procedure. Once you complete each of the reporting steps, the system moves you to the next step.

The color and design code of the flow steps represents the following:

Flow step icon	What the icon represents
	A solid grey circle indicates that this step has not been started and no data has been saved to it.
	A solid blue circle with a ring around it indicates the step on which you are currently working.
	A solid green circle indicates that this step is complete for the current reporting cycle.
	A solid blue circle indicates a step in-progress; you have worked on it and saved it while still incomplete.
	A solid green circle with a ring around it indicates that the step has been completed, but you are currently back in it.

How to Update and Submit the Information Page

CAIR Hub AC

Good Morning!

SCHOOLS

- Assigned Schools
- Alameda Community
- Information
- Seventh Grade
- View & Print Report

SUPPORT

- Reporting User Guide
- Worksheet & Instructions
- FAQs

School Name:

School Code:

Reporting Year: 2024-2025

Status: Not Started

1
INFORMATION

2
SEVENTH GRADE REPORT

3
VIEW & PRINT REPORT

Information

Before proceeding, verify this is your school/facility. Information in this section is for reporting purposes only. To update school/facility information, contact the [California School Directory](#) or [California Department of Social Services](#)

School Detail

School Type	Public
County	ALAMEDA
Public School District	<input style="width: 100%;" type="text"/>
Administrative Email	<input style="width: 100%;" type="text"/>
Facility/School Email	<input style="width: 100%;" type="text"/>

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CONTACT INFORMATION

Additional School/Facility Email:

STAFF COMPLETING THIS FORM

Name

Email

Phone Number

DESIGNATED CONTACT Cancel

Same as "Staff Completing This Form"

First Name Last Name

Cohort

Email

Confirm Email

Phone Number Extension

MEMO

Insert notes here...

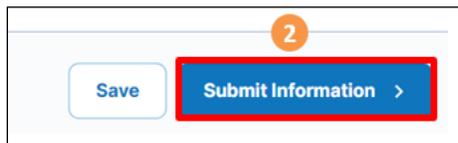
The Information page has:

- Information regarding the school/facility including:
 - General information about the school/facility including school type, county, district, and email addresses. This information is pulled from CDSS and CDE and you cannot change it. To update information you must contact [CDSS](#) or [CDE](#) to update the school/facility information in their system.
 - The physical address. You cannot change this.
 - The 'Facility Admin Email' and 'Staff Completing This Form' under Contact Information. You cannot change this.
- A section where you can add an additional school/facility email address.
- A section where you can update existing Designated Contact information.
- A section where you can add additional designated contacts.

To update the Information page, do the following:

1. Update existing designated contact information or add additional designated contacts.

See the following two sub sections on how to do this.



2. When complete, scroll down to the bottom of the page and click on the Submit Information button.

In the cohort flow across the top of the page, the Information circle goes green showing that the Information step is complete, and the first cohort reporting page becomes active.

How to Add or Edit Designated Contact Information

1. Open the school/facility. On the Information page, scroll down to the Designated Contact section.

DESIGNATED CONTACT

Same as "Staff Completing This Form"

First Name Last Name

Cohort

Email

Confirm Email

Phone Number Extension

+ Add Additional Designated Contact

Save Submit Information >

- If you are the designated contact, click on the Same as "Staff Completing This Form" check box to select it.
The fields auto-populate.
- From the Cohort field drop-down list, select the cohort (grade) for which this designated user is responsible for reporting on.
- If you are not the designated contact, enter the required information in the Designated Contact fields.
- When done, click on the Submit Information button.

The first cohort (grade) reporting page opens.

Note: If the fields are already populated, you can edit them and then click on the Submit Information button.

How to Add an Additional Designated Contact

A school/facility can have a maximum of three designated contacts.

- Open the school/facility. On the Information page, scroll down to the Designated Contact section.

+ Add Designated Contact

- Click on the Add Designated Contact button.
The 2nd Designated Contacts section opens.

2ND DESIGNATED CONTACT

Same as "Staff Completing This Form"

▼

+ Add Additional Designated Contact

Save
Submit Information >

- If you are the second designated contact, click on the Same as "Staff Completing This Form" check box to select it.
The fields auto-populate.
- From the Cohort field drop-down list, select the cohort (grade) for which this designated user is responsible for reporting on.
- If you are not the second designated contact, enter the required information in the Designated Contact fields.
You are able to repeat this process for a third designated contact.

Note: For any added designated contact, you can edit or delete the contact by clicking the Edit or Remove icon as shown in the following screenshot.

DESIGNATED CONTACT

Name Elizabeth Doering

✎ 🗑️

- When done with the Designated Contact section, click on the Submit Information button.
The first cohort reporting page opens.

Note: If any of the fields on the Information page are already populated, you can edit them and then click on the Submit Information button.

How to Input Reporting Data by Cohort and Submit Each Report

Once you have opened an assigned school, you can begin reporting. You can access a particular cohort reporting page either by completing the pages preceding it or by clicking on its link in the left-hand menu.

Pre-K/Child Care Reporting

PRE-K/CHILD CARE FACILITY REPORT

Enter the number of children ages 2-5 years in each category at the time of reporting. Each child should be in **one** reporting category only. See the full [reporting instructions](#) for details.

Total Enrollment This Year

i Pre-K/Child Care Report 2

Count*

Your Facility Option

Private

Private 1

Public

Head Start

Requirements Met

i Has All Required Vaccine Doses 3

Note: For the California Department of Public Health’s full reporting instructions, click on the ‘reporting instructions’ link or click on the link below.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/reporting.aspx>

1. From the Your Facility Option drop-down list, click on a facility type to select it.
2. Enter the total number of children (ages 2-5 years) enrolled this year in the facility.

Note: If you enter zero in this field, you must select a reason for zero enrollments from the Select field drop-down list. The Select field disappears when you enter a number other than zero.

Total Enrollment This Year

i Pre-K/Child Care Report

Count*

You Entered 0. Why?

Your Facility Option

Private

Select* ↓

3. In the Requirements Met field, enter the total number of children who have all required vaccine doses.

Requirements Met, But Missing Doses

- i Permanent Medical Exemption
- 4
- i Other: IEP Services

Needs Follow - Up

- i Conditional, Missing Doses Not Currently Due
- 5
- i Temporary Medical Exemption

Requirements Not Met

- i Overdue, Missing Doses Needed Now
- 6

MISSING VACCINES

Total number of children reported with missing doses:

Enter number of children missing each vaccine:

Polio		<input style="width: 60px; text-align: center;" type="text" value="1"/>
DTap		<input style="width: 60px; text-align: center;" type="text" value="0"/>
MMR		<input style="width: 60px; text-align: center;" type="text" value="5"/>
Hib	7	<input style="width: 60px; text-align: center;" type="text" value="1"/>
Hep B		<input style="width: 60px; text-align: center;" type="text" value="0"/>
Varicella		<input style="width: 60px; text-align: center;" type="text" value="0"/>

NUMBER OF CHILDREN ENTERED

To submit Number of Children Entered must equal Total Enrolled

15 / 15 Total enrolled

< Back

Next Save

Submit Pre-K/Child Care Report >

4. Under Requirements Met but Missing Doses, enter:
 - The number of children with a Permanent Medical Exemption.
 - The number of children receiving Individualized Education Program (IEP) services.
5. Under Needs Follow-Up, enter:
 - The number of children who are 'Conditional' – missing doses that are not currently due.
 - The number of children with a Temporary Medical Exemption.
6. Under Requirements Not Met, enter the number of children who are 'Overdue' – missing doses that are currently needed.
7. Under Missing Vaccines, enter the number of children missing each vaccine.
8. When the report is complete, click on the Submit Pre-K/Child Care Report button.

Attestation

By submitting this form, I declare under penalty of perjury and the laws of the State of California that the information contained herein is true, accurate, and complete to the best of my knowledge. 9

Cancel
Submit

9. Click on the Submit button on the Attestation box.

Pre-K/Child Care Report goes green and the next step in the reporting process becomes active.



Notes:

- Under Missing Vaccines, the total number of children reported with missing doses is automatically calculated from the sum of the entries under ‘Requirements Met, but Missing Doses’, ‘Needs Follow-Up’, and ‘Requirements Not Met.’
- Under Missing Vaccines, the sum of the number of children missing each vaccine must be equal to or greater than the total number of children reported missing doses. Otherwise, you will get an error when you click on the Submit button.
- The number of children accounted for in the report must be equal to the number of children enrolled. Otherwise, you will get an error when you click on the Submit button.
- Important: If you click on the Back button before having submitted or saved your report, you will lose the data you entered if you proceed. There will be a pop-up that lets you cancel or proceed.
- Besides submitting, you have the option to click on the Next button to go to the next step in the reporting process, or to click on the Save button to save your entered data and come back later to this cohort to complete reporting on it.

TK/Kindergarten Reporting

Note: For the California Department of Public Health’s full reporting instructions, click on the ‘reporting instructions’ link or click on the link below.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/reporting-K.aspx>

TK/KINDERGARTEN REPORT

Enter the number of students in each category. Each student should be in one reporting category only. See the full [reporting instructions](#) for details.

Total Enrollment This Year

TK/Kindergarten Report	1	Count*	1
------------------------	---	--------	---

Requirements Met

Has All Required Vaccine Doses	2		1
--------------------------------	---	--	---

1. Enter the total number of students enrolled this year in TK and kindergarten.

Note: If you enter zero in this field, you must select a reason for zero enrollments from the Select field drop-down list. The Select field disappears when you select a number other than zero.

Total Enrollment This Year

TK/Kindergarten Report	0	Count*	You Entered 0. Why?	Select*
------------------------	---	--------	---------------------	---------

2. In the Requirements Met field, enter the total number of students who have all required vaccine doses.

Requirements Met, But Missing Doses

- Permanent Medical Exemption: (3)
- Other: IEP Services: (3)
- Independent Study: (3)
- Home-Based Private School: (3)

Needs Follow - Up

- Conditional, Missing Doses Not Currently Due: (4)
- Temporary Medical Exemption: (4)

Requirements Not Met

- Overdue, Missing Doses Needed Now: (5)

MISSING VACCINES

Total number of students reported with missing doses: (6)

Enter number of students missing each vaccine:

- Polio: (6)
- DTap: (6)
- MMR: (6)
- Hep B: (6)
- Varicella: (6)

NUMBER OF STUDENTS ENTERED

To submit Number of Students Entered must equal Total Enrolled: / Total enrolled (7)

Navigation:

3. Under Requirements Met but Missing Doses, enter:
 - The number of students with a Permanent Medical Exemption.
 - The number of students receiving Individualized Education Program (IEP) services.
 - The number of students enrolled in an Independent Study Program.
 - The number of students enrolled in a Home-Based Private School.

4. Under Needs Follow-Up, enter:
 - The number of students who are 'Conditional' – missing doses that are not currently due.
 - The number of students with a Temporary Medical Exemption.

5. Under Requirements Not Met, enter the number of students who are 'Overdue' – missing doses that are needed now.

6. Under Missing Vaccines, enter the number of students missing each vaccine.

7. When the report is complete, click on the Submit TK/Kindergarten Report button.

 **Attestation**

By submitting this form, I declare under penalty of perjury and the laws of the State of California that the information contained herein is true, accurate, and complete to the best of my knowledge. 8

8. Click on the Submit button on the Attestation box.

TK/Kindergarten Report goes green and the next step in the reporting process becomes active.

Notes:

- Under Missing Vaccines, the total number of students reported with missing doses is automatically calculated from the sum of the entries under 'Requirements Met, but Missing Doses', 'Needs Follow-Up', and 'Requirements Not Met.'
- Under Missing Vaccines, the sum of the number of students missing each vaccine must be equal to or greater than the total number of students reported with missing doses. Otherwise, you will get an error when you click on the Submit button.
- The number of students accounted for in the report must equal the number of students enrolled. Otherwise, you will get an error when you click on the Submit button.
- Important: If you click on the Back button before having submitted your complete report, you will lose the data you entered if you proceed. There will be a pop-up that lets you cancel or proceed.
- Besides submitting, you have the option to click on the Next button to go to the next step in the reporting process, or to click on the Save button to save your entered data and come back to this cohort to complete reporting on it.

7th Grade Reporting

Note: For the California Department of Public Health’s full reporting instructions, click on the ‘reporting instructions’ link or click on the link below.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/reporting-7thgrade.aspx>

7TH GRADE REPORT

Enter the number of students in each column for Varicella (chickenpox) and Tdap. Each student should be in one reporting category only for each column. See the full [reporting instructions](#) for details.

Total Enrollment This Year

i 7th Grade Report 1

Requirements Met

i Has All Required Vaccine Doses

	Varicella	Tdap
	<input type="text" value="10"/>	2 <input type="text" value="10"/>

1. Enter the total number of students enrolled this year in 7th grade.

Note: If you enter zero in this field, you must select a reason for zero enrollments from the Select field drop-down list. The Select field disappears when you select a number other than zero.

Total Enrollment This Year

i 7th Grade Report Count* You Entered 0. Why? Select* ▼

2. Enter the total number of students who have the required vaccine doses of Varicella and Tdap respectively.

Requirements Met, But Missing Doses

i Permanent Medical Exemption	<input type="text" value="1"/>		<input type="text" value="1"/>
i Other: IEP Services	<input type="text" value="2"/>	3	<input type="text" value="2"/>
Independent Study	<input type="text" value="1"/>		<input type="text" value="0"/>
Home-Based Private School	<input type="text" value="0"/>		<input type="text" value="0"/>

Needs Follow-Up

i Conditional, Missing Varicella Dose Not Currently Due	<input type="text" value="2"/>		
i Temporary Medical Exemption	<input type="text" value="2"/>	4	<input type="text" value="4"/>

Requirements not Met

i Overdue, Missing Doses Needed Now	<input type="text" value="2"/>		<input type="text" value="3"/>
--------------------------------------------	--------------------------------	--	--------------------------------

NUMBER OF STUDENTS ENTERED

To submit Number of Students Entered must equal Total Enrolled

<input type="text" value="20"/>	/20	<input type="text" value="20"/>	/20	
Varicella	Total Enrolled	Tdap	Total Enrolled	

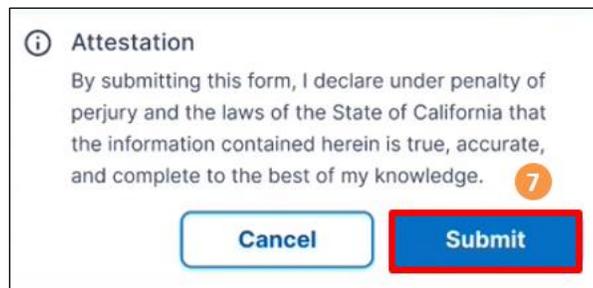
< Back
Next
Save
Submit 7th Grade Report >
6

3. Under Requirements Met but Missing Doses, enter:
 - The number of students with a Permanent Medical Exemption for Varicella and Tdap respectively.
 - The number of students receiving Individualized Education Program (IEP) services.
 - The number of students enrolled in an Independent Study Program.
 - The number of students enrolled in a Home-Based Private School.

4. Under Needs Follow-Up, enter:
 - The number of students who are 'Conditional' – missing a dose of Varicella that is not currently due.
 - The number of students with a Temporary Medical Exemption for Varicella and Tdap respectively.

5. Under Requirements Not Met, enter the number of students who are 'Overdue' – missing doses that are currently needed for Varicella and Tdap respectively.

6. When the report is complete, click on the Submit 7th Grade Report button.



Attestation

By submitting this form, I declare under penalty of perjury and the laws of the State of California that the information contained herein is true, accurate, and complete to the best of my knowledge. **7**

Cancel **Submit**

7. Click on the Submit button on the Attestation box.

7th Grade Report goes green and the next step in the reporting process becomes active.

After submitting reports for all cohorts, the system sends you a confirmation email.

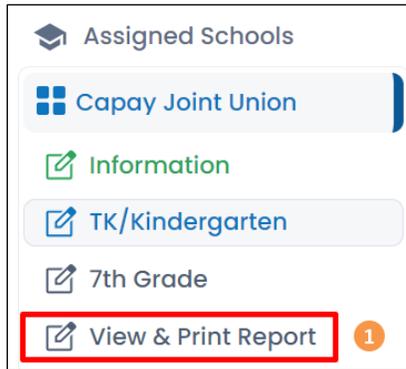
Notes:

- The number of students accounted for in the report must equal the number of students enrolled. Otherwise, you will get an error when you click on the Submit button.
- Important: If you click on the Back button before having submitted your complete report, you will lose the data you entered if you proceed. There will be a pop-up that lets you cancel or proceed.
- Besides submitting, you have the option to click on the Next button to go to the next step in the reporting process, or to click on the Save button to save your entered data and come back to this cohort to complete reporting on it.

How to View and Print Completed Reports

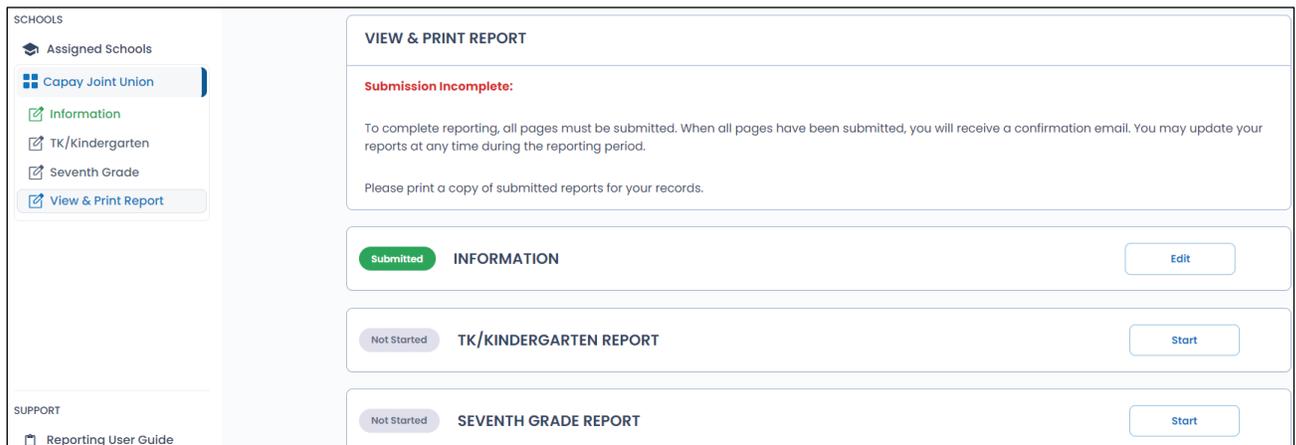
Using the view and print functionality you can view and print any of the school/facility submitted cohort reports, and you can edit each report.

How to Open the View & Print Report Page



1. Click on the View & Print link in the left-hand menu.

The View & Print page opens showing a collapsed row for each cohort report.



How to View or Edit a Report

To view or edit a report, select the particular cohort reporting page either by clicking on the cohort report on in the left-hand menu or by clicking on the cohort report’s Edit button on the View & Print page.

Note: You can edit a report up until the last day of the reporting period.



1. On the View & Print page, click on the Edit button for the report that you wish to edit.

The report opens.

The report shows all the details you entered in the report. Also, in the far-right column, it shows the percentage of the cohort that falls under each category, and above that, an overall safety percentage rating by color with red being the least safe and green being the safest.



2. Make any necessary edits, and then click on the Submit button.

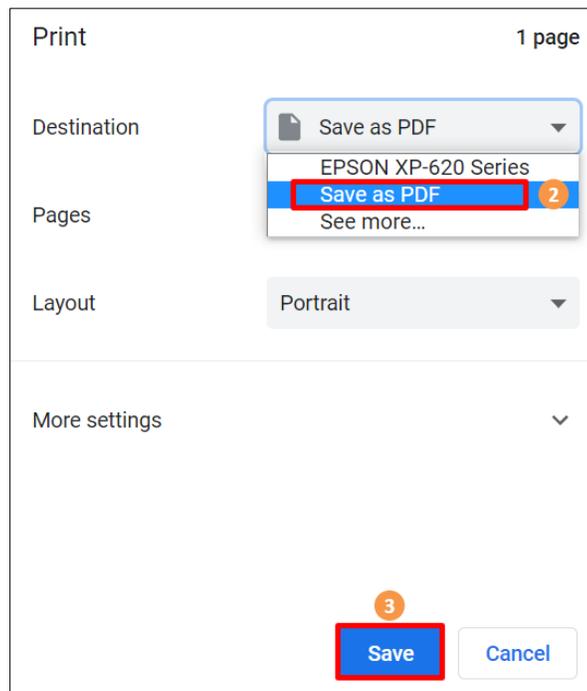
How to Print a Report

You can print or save a report to a variety of mediums. For documentation purposes, we will look at saving to PDF and printing to a printer.

Saving to PDF



1. Click on the report’s printer icon.



2. Select PDF from the Destination list.

3. Click on the Save button.

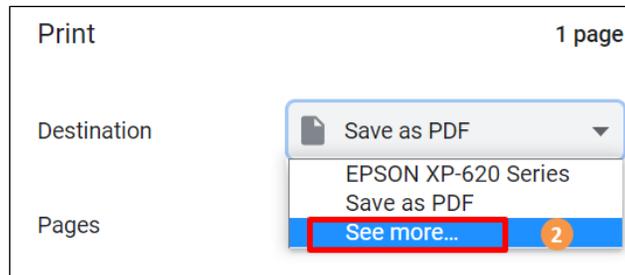
The file navigation opens on your computer.

4. Navigate to where you want to save it on your computer, and then click on the Save button in that window.

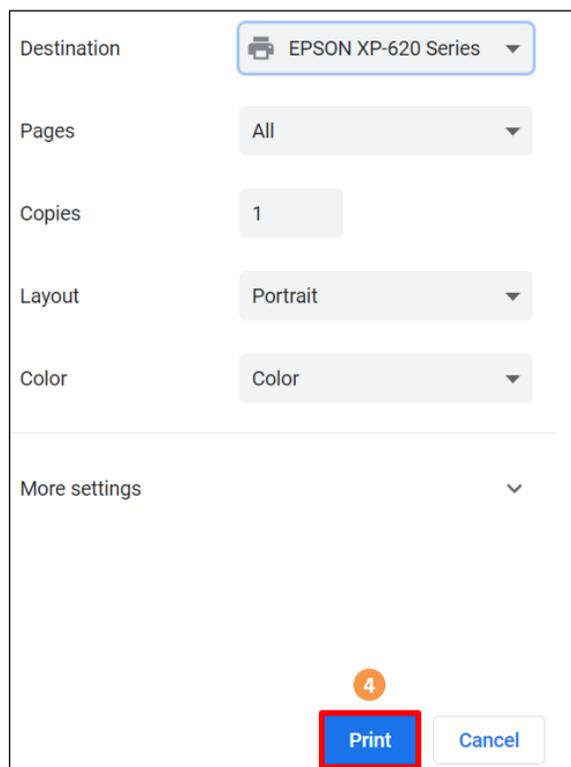
The View & Print page re-opens.

Printing to a Printer

1. Click on the report's printer icon as shown above.

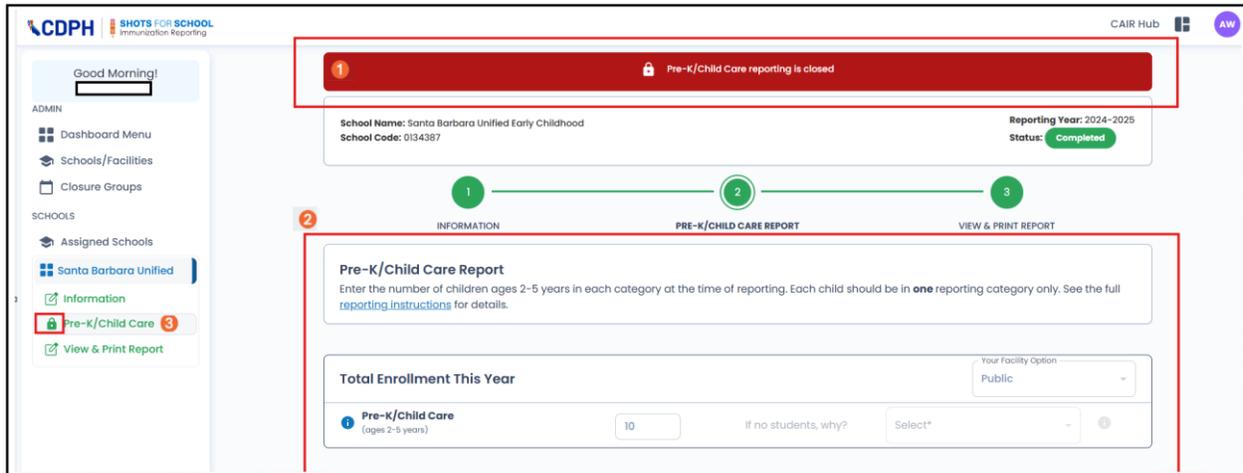


2. If your printer is not already showing in the Destination list, click on 'See more...'
3. From the list that opens, click on an item to select it.



4. Click on the Print button.

How to Determine if the Reporting Period is Closed

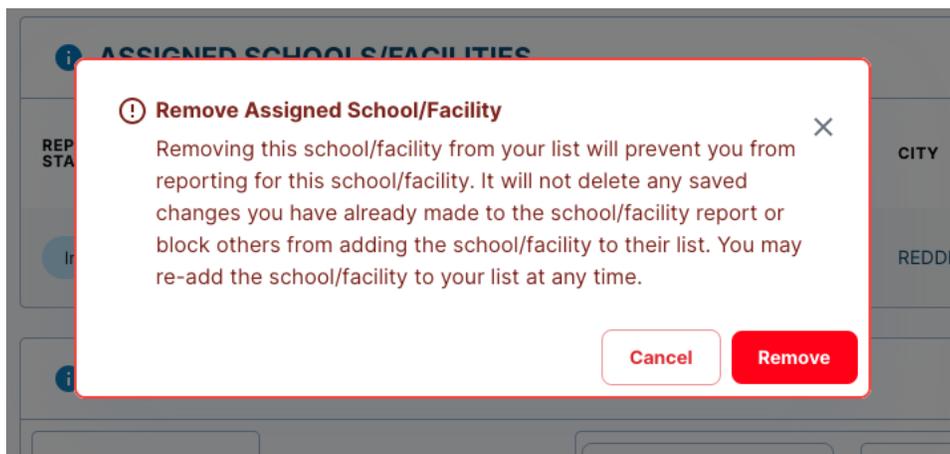


1. When a reporting period has ended and is closed for reporting, a red banner with a reporting closed school year alert is displayed on the top of the specific cohort page.
2. As a user, you will not be able to submit or edit reports for that reporting period.
3. A “Lock” icon will also be displayed to the left of the cohort listed under Assigned Schools dashboard for that school. If the color of this lock is green then the reporting was submitted by the school, if the color of the lock is blue then the reporting for the cohort were started and left incomplete and lastly, if the color of the lock is grey then the reporting was not started for that cohort.

Errors and Troubleshooting

Assigned Schools/Facilities Page

- This warning appears if you try to remove a school or facility from the Assigned Schools/Facilities List. See the *How to Remove a School/Facility from Your Assigned Schools/Facilities List* section above.



Information Page

- First Name or Last Name field – invalid entry

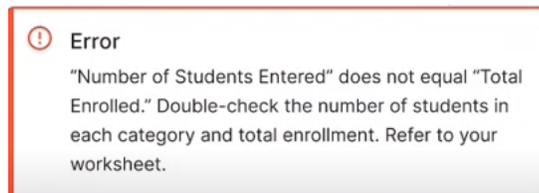
A screenshot of a web form. At the top, there is a checkbox labeled "Same as 'Staff Completing This Form'". Below it are two input fields: "First Name" containing "45" and "Last Name" containing "sqlast". Underneath is a "Cohort" dropdown menu with "Pre-K/Child Care" selected. A red-bordered error box points to the "First Name" field with the text: "Invalid name. Numbers and special characters are not allowed. Minimum required is 2 letters."

- Confirm Email field – must match the Email field entry.

A screenshot of a web form. It has three input fields: "Email" with "squemail@test.com", "Confirm Email" with "squemail@test.co", and "Phone Number" with "4688909091". A red-bordered error box points to the "Confirm Email" field with the text: "Email and Confirm Email do not match." Below the fields is a blue button with a plus sign and the text "Add Additional Designated Contact".

Reporting Pages

- This following error indicates that the numbers that you have entered on the reporting page do not add up correctly. See the 'Notes' in the *How to Input Reporting Data by Cohort* section above. Check your numbers.



- Below is a similar error. Check your numbers.

The screenshot shows a form with the following items:

- Other: IEP Services** with a value of **56**.
- Independent Study** with a value of **0**.
- Home-Based Private School** with a value of **0**.

A red-bordered error message box is overlaid on the 'Independent Study' field, containing the text: "Error: value cannot be more than total enrolled. (30)".

- Count field – a number is required. If this number is zero, you will have to select a reason why there are no students in this cohort.

The screenshot shows a form with the following sections:

- Total Enrollment This Year**
 - TK/Kindergarten** with a count field containing "Enter N" and a dropdown menu for "If no students, why?" set to "Select*".
- Requirements Met**
 - Has All Required Vaccine Doses** with a value of **25**.

A red-bordered error message box is overlaid on the TK/Kindergarten count field, containing the text: "Enrollment count is required".

- The following warning appears when you have unsaved data on a page, and you attempt to navigate away from the page (by clicking on the Next button or clicking on another cohort name in the left-hand navigation).

