

The background of the slide is a composite image. The top left shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

Entering Immunizations Into Infinite Campus

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2022



Kentucky Department of
E D U C A T I O N

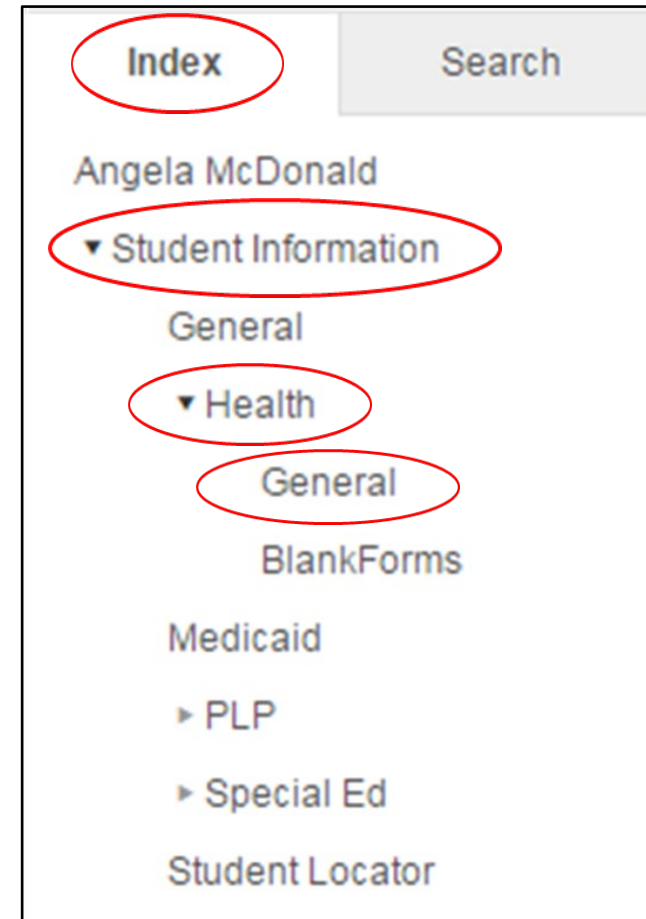
Objectives:

- Understand how to correctly enter immunizations into Infinite Campus
- Define compliant vs. non-compliant
- Identify what an immunization screen entry looks like
- Can enter immunization certificate data and recognize incomplete or incorrect entries
- Can create immunization data reports to support compliance

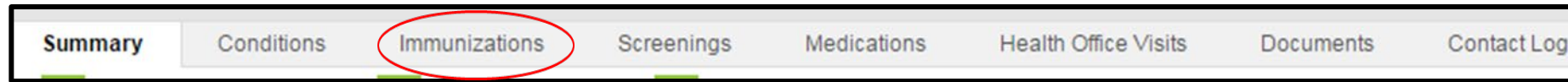
Getting Started:

► First:

- Select the name of the student
- Go to the Index tab
- Select Student Information
- Health
- General



Choose the Immunizations Tab:



Your Screen Should
Now Look Like This:

 Save  Print

Immunization Summary
***** No vaccine doses on record. *****

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	Non-compliant
Polio [IPV, OPV] (code:Polio)	Non-compliant
Measles-Mumps Rubella [MMR] (code:MMR)	Non-compliant
Hepatitis B [Hep B] (code:HepB)	Non-compliant
Haemophilus influenza, type B [Hib] (code:Hib)	No Requirement
Pneumococcal (code:PPV)	No Requirement
Varicella (code:Varicella)	Non-compliant
Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)	No Requirement
Meningococcal (code:MCV4)	No Requirement

Immunization Certificate
Date Expiration Type

☒ **Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)**

Shots

Waiver

Date:

Expires:

☒ **Tetanus-diphtheria [Td] (code:Td)**

☒ **Polio [IPV, OPV] (code:Polio)**

Shots

Waiver

Date:

Expires:

☒ **Measles-Mumps Rubella [MMR] (code:MMR)**

Shots

Waiver

Date:

Expires:

☒ **Measles-Mumps-Rubella-Varicella [MMRV] (code:MMRV)**

 Kentucky Department of
EDUCATION

Dates on the Certificate:

Save Print

Immunization Summary

*** No vaccine doses on record. ***

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	Non-compliant
Polio [IPV, OPV] (code:Polio)	Non-compliant
Measles-Mumps Rubella [MMR] (code:MMR)	Non-compliant
Hepatitis B [Hep B] (code:HepB)	Non-compliant
Haemophilus influenza, type B [Hib] (code:Hib)	No Requirement
Pneumococcal (code:PPV)	No Requirement
Varicella (code:Varicella)	Non-compliant
Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)	No Requirement
Meningococcal (code:MCV4)	No Requirement

Immunization Certificate

Date Expiration Type

☒ **Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)**

Shots

Waiver

Date:

Expires:

☒ **Tetanus-diphtheria [Td] (code:Td)**

☒ **Polio [IPV, OPV] (code:Polio)**

Shots

Waiver

Date:

Expires:

☒ **Measles-Mumps Rubella [MMR] (code:MMR)**

Shots

Waiver

Date:

Expires:

☒ **Measles-Mumps-Rubella-Varicella [MMRV] (code:MMRV)**

- Enter certificate date:
(This is the date the certificate was signed or the date you entered into Infinite Campus (IC))
- Enter certificate expiration date
- Enter the type of certificate:
(provisional, standard, medical or religious)

KDE Requirements:

This is all that is required for submission to the **Kentucky Department of Education (KDE)**, however, KDE recommends entering all immunization dates as well

Not only does this give you a more complete health record for the student, but it will make completing the yearly immunization audit much easier

Immunization Dates:

 Save  Print

Immunization Summary

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	Compliant
Polio [IPV, OPV] (code:Polio)	Compliant
Measles-Mumps Rubella [MMR] (code:MMR)	Compliant
Hepatitis B [Hep B] (code:HepB)	Compliant
Haemophilus influenza, type B [Hib] (code:Hib)	Compliant
Pneumococcal (code:PPV)	Compliant
Varicella (code:Varicella)	Compliant
Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)	No Requirement
Meningococcal (code:MCV4)	No Requirement

Immunization Certificate

Date: 06/23/2014 Expiration: 01/15/2023 Type: Standard

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)

Shots: 03/04/2011 05/07/2011 07/30/2011 06/15/2012 01/09/2015

Waiver: Date: Expires:

Tetanus-diphtheria [Td] (code:Td)

Polio [IPV, OPV] (code:Polio)

Shots: 03/04/2011 05/07/2011 07/30/2011 01/09/2015

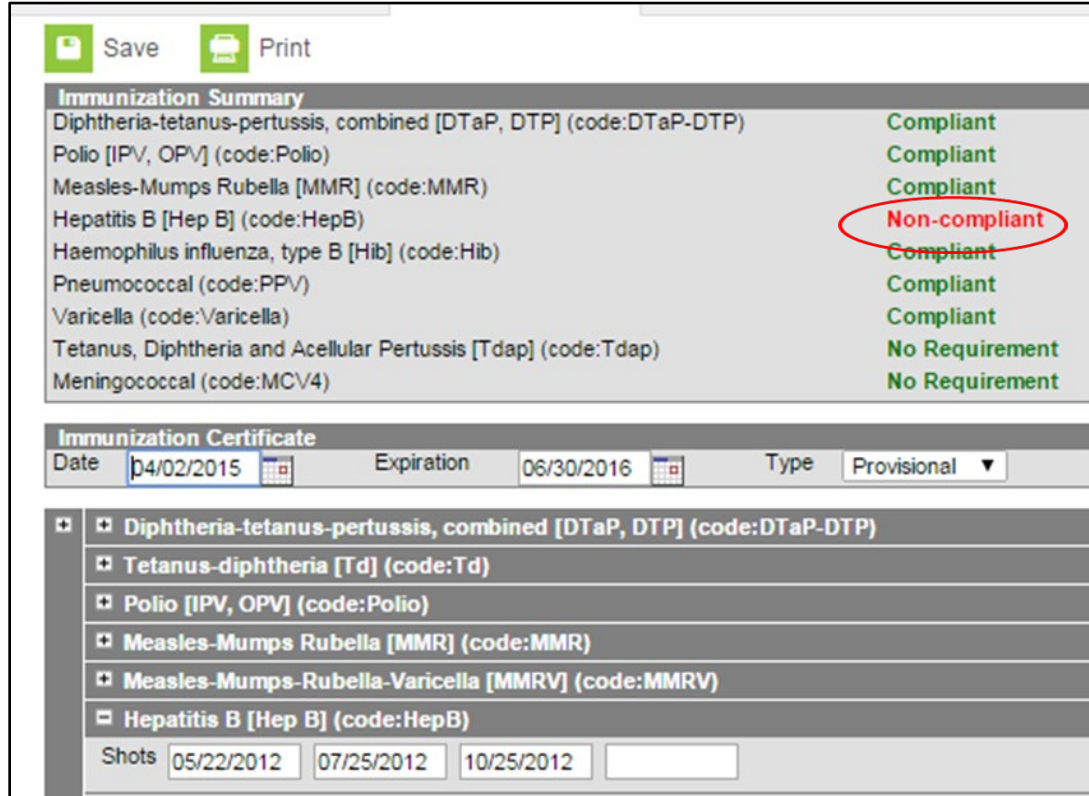
Waiver: Date: Expires:

Measles-Mumps Rubella [MMR] (code:MMR)

Shots: 03/14/2012 01/09/2015

- Enter the dates of the immunizations listed on the certificate
- Click Save

Non-Compliant Immunizations:



Save Print

Immunization Summary

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	Compliant
Polio [IPV, OPV] (code:Polio)	Compliant
Measles-Mumps Rubella [MMR] (code:MMR)	Compliant
Hepatitis B [Hep B] (code:HepB)	Non-compliant
Haemophilus influenza, type B [Hib] (code:Hib)	Compliant
Pneumococcal (code:PPV)	Compliant
Varicella (code:Varicella)	Compliant
Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)	No Requirement
Meningococcal (code:MCV4)	No Requirement

Immunization Certificate

Date 04/02/2015 Expiration 06/30/2016 Type Provisional

☒ Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)

☒ Tetanus-diphtheria [Td] (code:Td)

☒ Polio [IPV, OPV] (code:Polio)

☒ Measles-Mumps Rubella [MMR] (code:MMR)

☒ Measles-Mumps-Rubella-Varicella [MMRV] (code:MMRV)

☒ Hepatitis B [Hep B] (code:HepB)

Shots 05/22/2012 07/25/2012 10/25/2012

- If you have an immunization that is considered Non-compliant, your screen will look like this
- Double check the entry to make sure that the immunization dates were entered correctly
- If the immunization was given at the incorrect interval, it will show non-compliant

Exemptions:

Save Print

Immunization Summary

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	Exempt - Religious
Polio [IPV, OPV] (code:Polio)	Exempt - Religious
Measles-Mumps Rubella [MMR] (code:MMR)	Exempt - Religious
Hepatitis B [Hep B] (code:HepB)	Exempt - Religious
Haemophilus influenza, type B [Hib] (code:Hib)	Exempt - Religious
Pneumococcal (code:PPV)	Exempt - Religious
Varicella (code:Varicella)	Exempt - Religious
Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)	No Requirement
Meningococcal (code:MCV4)	No Requirement

Immunization Certificate

Date: 08/25/2014 Expiration: 08/16/2025 Type: Religious

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)

Shots: [] [] [] [] [] []

Waiver: R:Relig Date: 08/25/2014 Expires: [] []

Tetanus-diphtheria [Td] (code:Td)

Polio [IPV, OPV] (code:Polio)

Shots: [] [] [] [] [] []

Waiver: R:Relig Date: 08/25/2014 Expires: [] []

Measles-Mumps Rubella [MMR] (code:MMR)

Shots: [] [] []

Waiver: R:Relig Date: 08/25/2014 Expires: [] []

- In the event of a medical or religious exemption, enter type of exemption in the type box
- Under each individual immunization, select the type of exemption in the waiver box
- List the certificate date in the date box
- Click Save

Religious Exempt Example

 Save  Print

Immunization Summary

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)	Exempt - Religious
Polio [IPV, OPV] (code:Polio)	Exempt - Religious
Measles-Mumps Rubella [MMR] (code:MMR)	Exempt - Religious
Hepatitis B [Hep B] (code:HepB)	Exempt - Religious
Haemophilus influenza, type B [Hib] (code:Hib)	Exempt - Religious
Pneumococcal (code:PPV)	Exempt - Religious
Varicella (code:Varicella)	Exempt - Religious
Tetanus, Diphtheria and Acellular Pertussis [Tdap] (code:Tdap)	No Requirement
Meningococcal (code:MCV4)	No Requirement

Immunization Certificate

Date Expiration Type

Diphtheria-tetanus-pertussis, combined [DTaP, DTP] (code:DTaP-DTP)

Shots

Waiver

Date:

Expires:

Tetanus-diphtheria [Td] (code:Td)

Polio [IPV, OPV] (code:Polio)

Shots

Waiver

Date:

Expires:

Measles-Mumps Rubella [MMR] (code:MMR)

Shots

Waiver

Date:

Expires:

Running Immunization Compliance Reports:

- Once you have all your student immunizations entered in Infinite Campus, running the Immunization Certificate Report monthly will show you if you have new students who have enrolled, as well as students who have immunizations that have expired or will be expiring soon
- This will help keep your data up to date



How to Run an Immunization Certificate Report



- Go to Index:
- Health
- Reports
- Immunization Certificate

How to Run Immunization Certificate Report:

- First select what grade you would like to use
- You can also choose to use an ad hoc filter and narrow the selection even more
- Once the report is ready, click the Generate Report button

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 ☐ Ad Hoc Filter

☐ All Students
01
02
03
04
05
06
07
08
09
10
11
12
14
96
97
98

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

☒ active year
☐ list by school
☐ list by year

15-16
Adams School 2016 A
Buchanan Elem School 2016 A
Fillmore School 2016 A
Fillmore School 2016 B
Fillmore School 2016 C
Harrison Elem School 2016 A
Jackson Elem School 2016 A
Jefferson School 2016 A
Lincoln School 2016 A
Monroe School 2016 A
Polk High School 2016 A
Taylor Elem School 2016 A
Tyler Elem School 2016 A
Van Buren Elem School 2016 A

CTRL-click or SHIFT-click to select multiple

Certificate Type

☐ Provisional
☐ Standard
☐ Medical
☐ Religious

Certificate Date: To
Expiration Date: To

☐ No Certificate Record Found

Sort Options

☐ Grade
☐ Student Name
☒ Certificate Type

Generate Report

Example of Report:

Bucha
Buchanan Elem School
10/19/2015 02:18:53 PM

Immunization Certificate Report

Buchanan Elem School 2016 A

Grade	Student	Expiration Date	Certificate Date	Certificate Type
00		04/06/2020	05/23/2013	
00				
00				
00				
00				
00		09/22/2021	09/19/2013	Standard
00		08/10/2014	08/06/2010	Standard
00		07/02/2020	09/03/2013	Standard
00		01/30/2014	01/12/2013	Standard
00		08/11/2021	03/23/2015	Standard
00		05/08/2020	07/02/2013	Standard
00		01/06/2023	07/18/2014	Standard
00		01/01/2014	08/02/2013	Standard

This is an example of where the CERTIFICATE information has NOT been entered

Because these entries are EXPIRED, they should be changed to PROVISIONAL and need UPDATED CERTIFICATES

Missing Information:

Bucha Buchanan Elem School 10/19/2015 02:18:53 PM		Immunization Certificate Report		
Buchanan Elem School 2016 A		Expiration Date	Certificate Date	Certificate Type
Grade	Student	04/06/2020	05/23/2013	
00				
00				
00				
00				
00				
00		09/22/2021	09/19/2013	Standard
00		08/10/2014	08/06/2010	Standard
00		07/02/2020	09/03/2013	Standard
00		01/30/2014	01/12/2013	Standard
00		08/11/2021	03/23/2015	Standard
00		05/08/2020	07/02/2013	Standard
00		01/06/2023	07/18/2014	Standard
00		01/01/2014	08/02/2013	Standard

- When this student's immunization information was entered, the certificate type was inadvertently omitted.
- This is a great tool to find any mistakes with data entry

Contact Information:

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A word cloud featuring the phrase "Thank You" in numerous languages and colors. The words are arranged in a circular pattern, with "thank you" in large red letters at the center. Other prominent words include "danke" (blue), "gracias" (green), "merci" (orange), "teşekkür ederim" (pink), "dank je" (green), "dziękuję" (pink), "obrigado" (green), "sukriya" (purple), "kop khun krap" (green), "arigatō" (pink), "dakujem" (orange), "maith agat" (purple), "mochchakkeram" (blue), "go raibh maith agat" (purple), "sagolun" (blue), "chnorakaloutioun" (green), "gratias ago" (green), "gracies" (green), "sulpay" (blue), "taku" (blue), "diolch" (blue), "dhanyavadagalu" (green), "shukriya" (green), "merci" (orange), "xixie" (green), "gamnashapnida" (green), "najes tuke" (blue), "kam sah hamnida" (blue), "didi madloba" (blue), "mesi" (blue), "dekujji" (blue), "sobodi" (blue), "arigatō" (pink), "dakujem" (orange), "maith agat" (purple), "mochchakkeram" (blue), "go raibh maith agat" (purple), "sagolun" (blue), "chnorakaloutioun" (green), "gratias ago" (green), "gracies" (green), "sulpay" (blue), "taku" (blue), "diolch" (blue), "dhanyavadagalu" (green), "shukriya" (green), "merci" (orange), "xixie" (green), "gamnashapnida" (green), "najes tuke" (blue), "kam sah hamnida" (blue), "didi madloba" (blue), "mesi" (blue), "dekujji" (blue), "sobodi" (blue). The colors used include red, blue, green, pink, orange, purple, yellow, and grey. The background is white.