

# Tips and Hints for Completing the School Immunization Assessment Online

Starting in fall of the 2019-20 school year, immunization reporting will be done online. Schools will be submitting their data using a REDCap survey. This link can be found in the [school booklet](#) (P-44545). This REDCap survey can be used on any browser, tablet, or smartphone, but it is recommended to complete the survey at a computer. Once you start the survey, you must finish it in the same session.

**WISCONSIN DEPARTMENT of HEALTH SERVICES**

## SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2019-2020

This online survey replaces the paper School Report to Local Health Department (F-04002).

You may use form F-04002 found on page 20 of the school handbook as a guide to fill out this survey. Fill out this online survey for each school (one per school). Results will be sent to your [local city or county health department](#). **It is not necessary to mail or fax a hard copy.**

Use your LEA (district) and school code as assigned by DPI. If codes are not known, you may locate them here:

Private: <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch>

Public: <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch>

Today's date  
\* must provide value

Today M-D-Y

Use these links to find your school's district and school code



Today M-D-Y



Click to auto-populate today's date

Please select your school below. Instead of scrolling, you can also type in your school's name. Please ensure you select the correct school name and DPI code. If your school is not on the list, leave blank and type in your school's name below.

School and DPI district / school code

Note: School names may be abbreviated (ex. High as Hi, Elementary as El)



Select your school from the drop-down menu or start typing in your school's name to find it. If your school has a common name, be sure to select the one with the correct DPI codes.

If your school is not listed above, please fill out the fields below with your school's name and DPI codes:

Name of School

DPI LEA (district) code

DPI school code

If for some reason your school is not listed (i.e., school is not registered with DPI, school underwent recent name change), then complete the three boxes below with the name of the school and the DPI codes if applicable. Note: these fields will disappear if you select a school from the drop-down box.

Local Health Department

\* must provide value

See link at beginning of survey if you are not sure who your local health department is.



In order to ensure that your report goes to the right place, you must select your [local health department](#).

**COLUMN A: The following questions refer to kindergarten students enrolled at this school. Put zeros if there are no kindergarten students at this school.**

**1. Number of kindergarten students who meet all minimum requirements**

\* must provide value

If you do not have kindergarteners at your school, please put zeros ("0") in each of these boxes. You will not be able to submit the survey if they are left blank.

**8. Total number of kindergarten students enrolled at this school**

This number is calculated automatically and must equal enrollment for kindergarten students in answers above

\* must provide value



This number will calculate automatically and should equal the sum of boxes 1-7.

Close survey

**Thank you for taking the survey. No further action is required. For any questions, reach out to your local health department.**

After pressing submit, you will receive this confirmation message. This means that your survey has successfully been submitted and no further action is needed.