

School Reports

Getting Started

The NDIIS has five reports designed to help schools manage their student population, review their student immunization records, calculate immunization coverage and exemption rates, and identify students not up-to-date with school-required immunizations. **Reports** can be found on the NDIIS **Main Menu**. School users with Standard or Provider Admin-level access will have access to the **School Reports**.

Each report has its own required selection criteria. All required fields will be marked with an asterisk (*). Users will only be able to run reports for their own school. If a user has access to more than one school in the NDIIS, they must change the school they are currently logged in under in the NDIIS homepage **Active Provider** drop-down before they can run reports for that school.

If grade is one of the required criteria for a report, all grades will be available to select. Users can run a report for one grade at a time or multiple grades on a single report. If vaccine is one of the required criteria for a report, all school required immunizations will be available to select. Users can run a report for one vaccine at a time or for multiple vaccines on a single report.

General instructions on NDIIS reports are available [here](#).

[Click on the report name below to jump to details and instructions for each school report.](#)

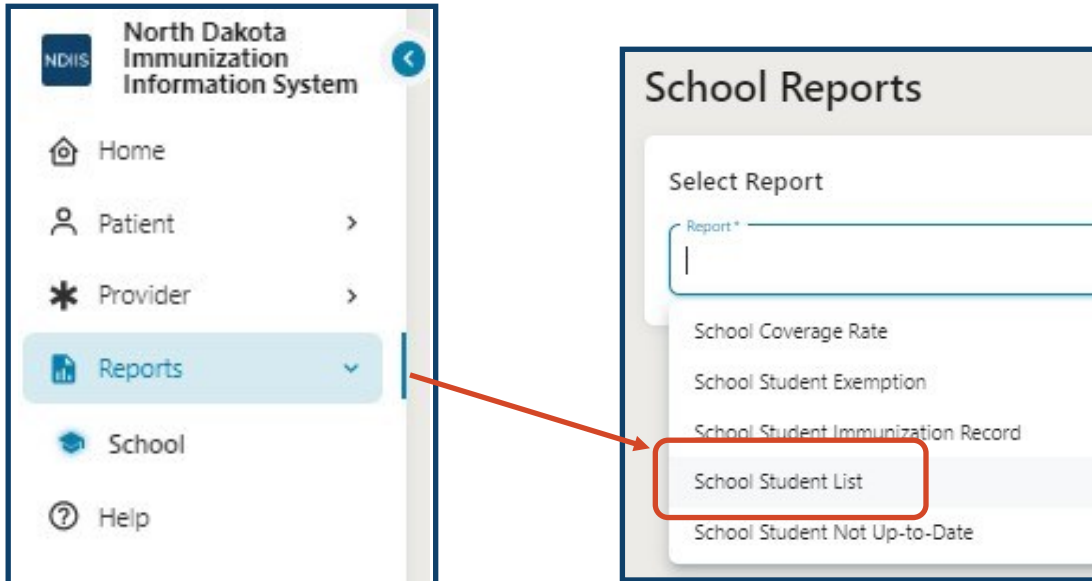
- ⇒ **School Student List Report** - Generates a list of all students in the NDIIS that have been assigned to a specific school
- ⇒ **School Coverage Rate Report** - Calculates the number and percent of students who are up-to-date with the selected immunizations
- ⇒ **School Student Exemption Report** - Calculates exemption rates by school, grade, exemption type and vaccine.
- ⇒ **School Student Not Up-to-Date Report** - Generates a list of students who are not up-to-date with the selected vaccines and displays their immunization forecast and any exemptions entered in the student's record
- ⇒ **School Student Immunization Record Report** - Generates a list of all students for a selected school and grade or grades and lists the students' immunization records, including exemptions, for the selected vaccines.

School Student List Report

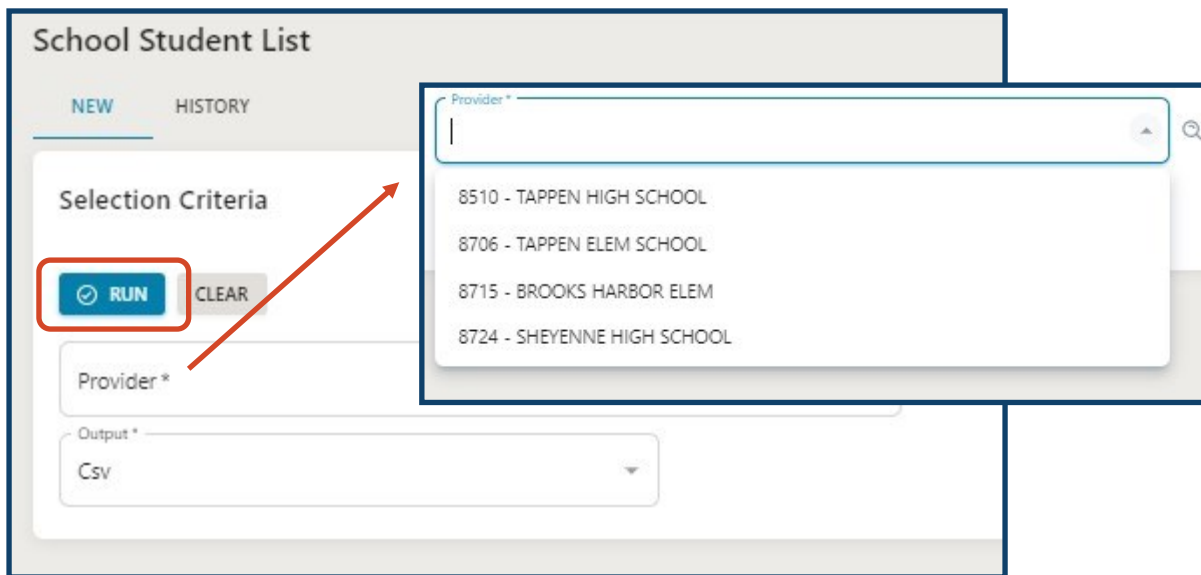
The *School Student List* report generates a list of all students in the NDHIS that have been assigned to a specific school.

To run this report:

- 1.) Select the '**School**' category from the **Reports** option on the **Main Menu** then select **School Student List** from the Report drop-down. The report will open to the **Selection Criteria**.



- 2.) Select your school from the **Provider** drop-down. This report can only be run for one school at a time.



- 3.) Click **Run**.

4.) Select the **History** tab to view the report.

5.) Once the report has finished processing, select the report from the list and click **View Report** to open the CSV file.

The screenshot shows a 'History' section with three buttons: 'VIEW REPORT', 'DELETE', and 'REFRESH'. Below these is a table with columns 'STATUS' and 'FORMAT'. The table contains two rows: one with 'Processing' and 'Pdf', and another with 'Finished' and 'Pdf'. A red box highlights the 'VIEW REPORT' button, another red box highlights the 'REFRESH' button, and a third red box highlights the 'Processing' row. A blue callout bubble points to the 'REFRESH' button with the text: 'If the report status is "processing", click Refresh to update results.'

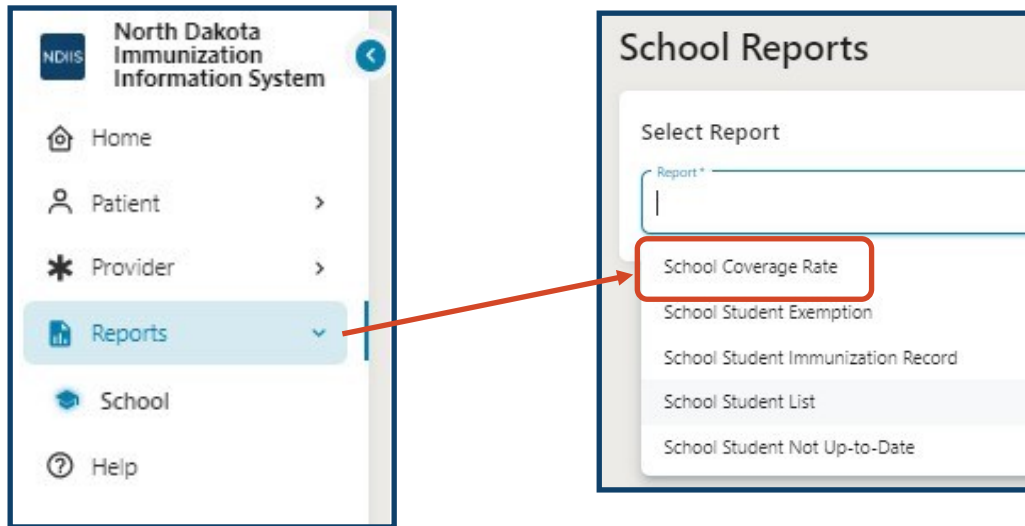
The completed School Student List report is an Excel spreadsheet format that lists all students assigned to the selected school. The report output includes student last name, first name, date of birth, grade, and home school designation. Students are listed in alphabetical order by grade. If students are missing from the report, school users can update the student demographics (detailed instructions can be found [here](#)).

School Coverage Rate Report

The *School Coverage Rate* report will calculate the number and percent of students who are up-to-date with the selected school-required immunizations.

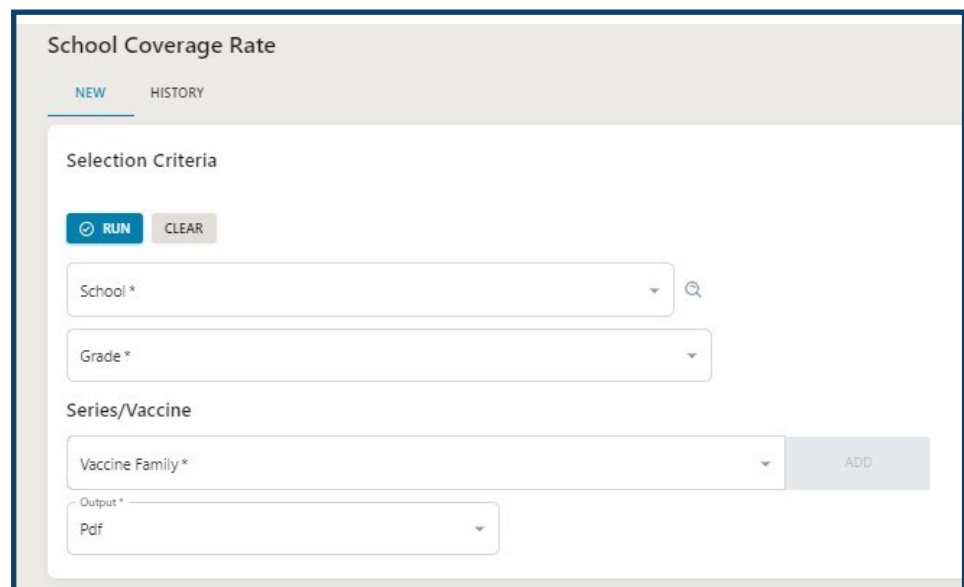
To run this report:

- 1.) Select the **'School'** category from the **Reports** option on the **Main Menu** then select **School Coverage Rate** from the Report drop-down. The report will open to the **Selection Criteria**.



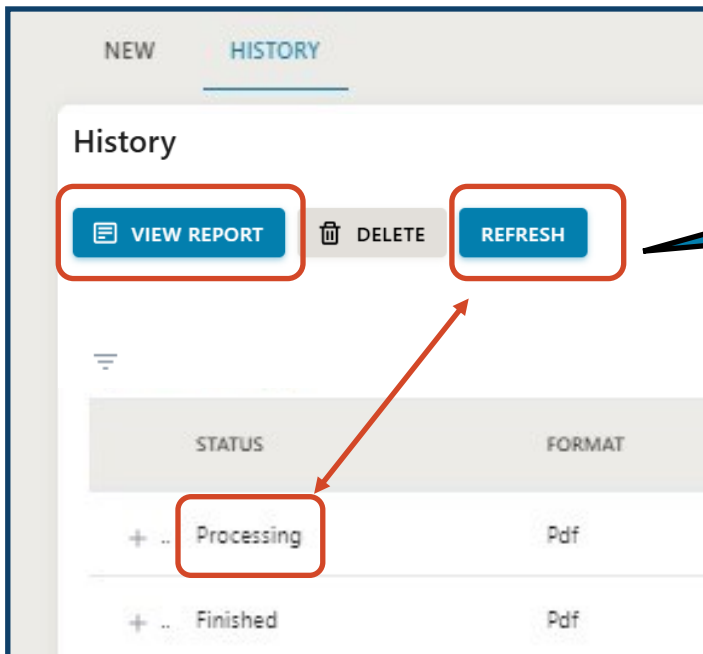
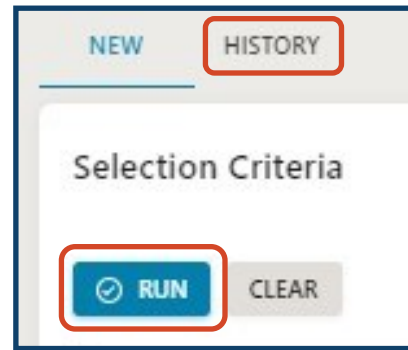
- 2.) Enter all required Selection Criteria. At least one school, grade, and vaccine must be selected.

- ⇒ **School** - only schools the user has access to will be available for selection in the drop-down
- ⇒ **Grade** - all grades are available for selection and the report can be run for multiple grades in a single report
- ⇒ **Series/Vaccine** - all school-required immunizations are available for selection and the report can be run for multiple immunizations in a single report



Selected vaccines require the dose number field and will default to 1. Use the [North Dakota School Immunization Requirements](#) as a guide to know how many doses of each vaccine are required for school.

- 3.) Click **Run**.
- 4.) Select the **History** tab to view the report.
- 5.) Once the report has finished processing, select the report from the list and click **View Report** to open the CSV or PDF.



If the report status is "processing", click Refresh to update the results.

The completed coverage rate report shows the total number of students for all selected grades, the total number of students in all the selected grades up-to-date with the selected immunizations, and the percent of students up-to-date calculated by dividing the number of students up-to-date by the total number of students. The report also shows a breakdown by grade and by immunization for each selected school.

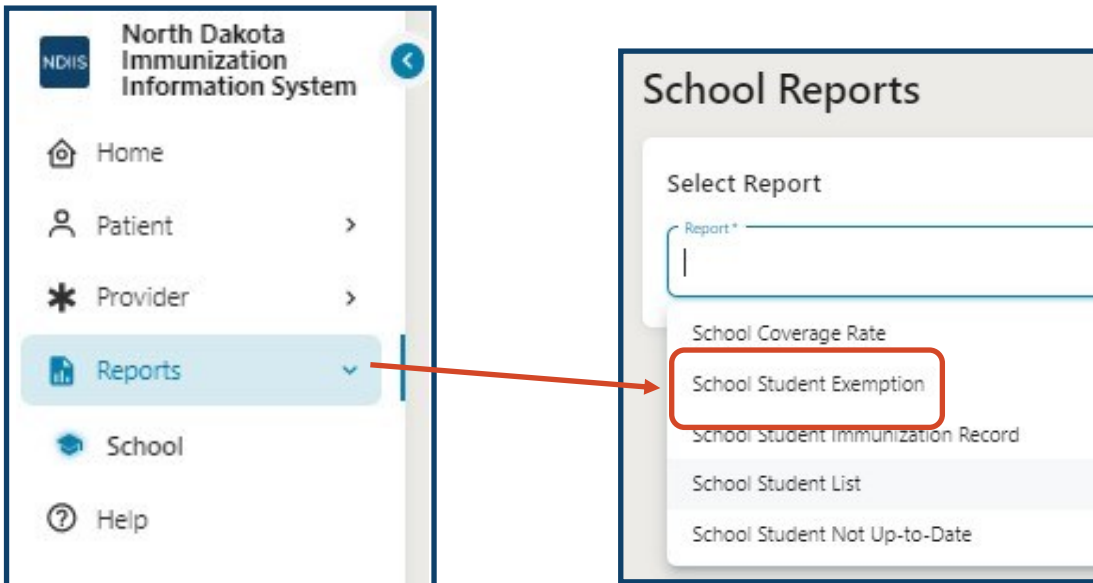
Students with a history of disease exemption are considered up-to-date. Students with a medical, religious or personal belief exemption are counted as not up-to-date.

School Student Exemption Report

The *School Student Exemption* report calculates exemption rates by school, grade, exemption type, and vaccine.

To run this report:

- 1.) Select the '**School**' category from the **Reports** option on the **Main Menu** then select **School Student Exemption** from the Report drop-down. The report will open to the **Selection Criteria**.

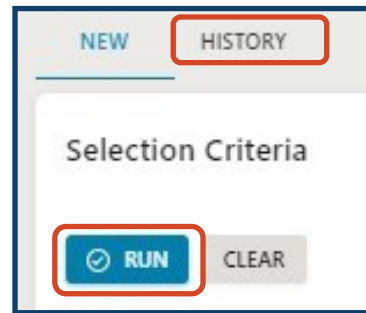


- 2.) Enter all required Selection Criteria. At least one school and grade must be selected.

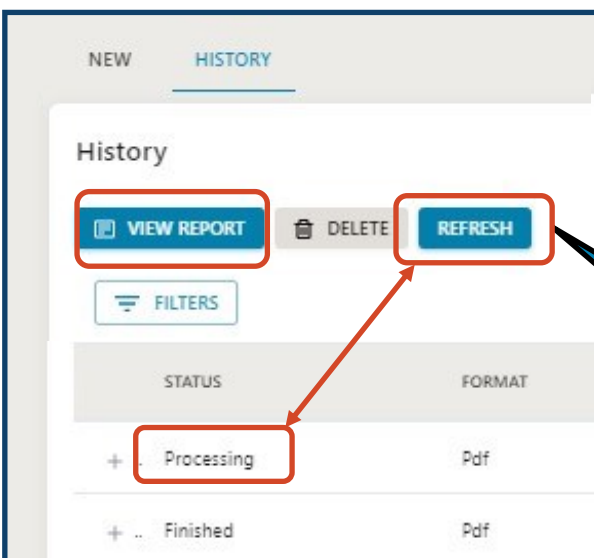
- ⇒ **School** - only schools the user has access to will be available for selection in the drop-down
- ⇒ **Grade** - all grades are available for selection and the report can be run for multiple grades in a single report

The screenshot shows the 'School Student Exemption' report form. It has two tabs: 'NEW' and 'HISTORY'. Under the 'NEW' tab, there is a 'Selection Criteria' section. It includes a 'RUN' button (with a checkmark icon) and a 'CLEAR' button. Below these are three dropdown menus: 'School *', 'Grade *', and 'Output *'. The 'Output *' dropdown is currently set to 'Pdf'. There is a search icon to the right of the 'School *' dropdown.

- 3.) Click **Run**.
- 4.) Select the **History** tab to view the report.



- 5.) Once the report has finished processing, select the report from the list and click **View Report** to open the CSV or PDF.



If the report status is "processing", click Refresh to update results.

The completed Exemption Rate report breaks down the exemption rates by exemption reason and vaccine for each selected grade and school. This is calculated by counting how many students have the type of exemption for at least one vaccine and dividing that number by the total number of students for the selected school and grade. Each type of exemption is further broken down by type of vaccine showing the total number of students in the selected grade with that type of exemption for that specific vaccine, the total number of students for the selected school and grade, and the exemption rate for that specific vaccine.

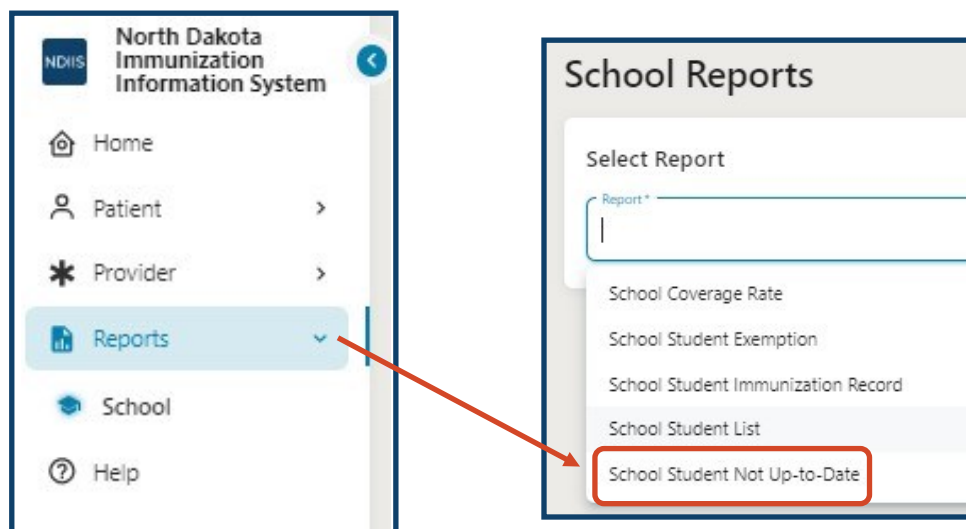
If there are no students with a specific type of exemption for a selected grade, the report will indicate that there are no results.

School Student Not Up-to-Date Report

The *School Student Not Up-to-Date* report generates a list of students who are not up-to-date with the selected vaccines and displays their immunization forecast and exemptions.

To run this report:

- 1.) Select the '**School**' category from the **Reports** option on the **Main Menu** then select **School Student Not Up-to-Date** from the Report drop-down. The report will open to the **Selection Criteria**.



- 2.) Enter all required Selection Criteria. At least one school, grade, and vaccine must be selected.

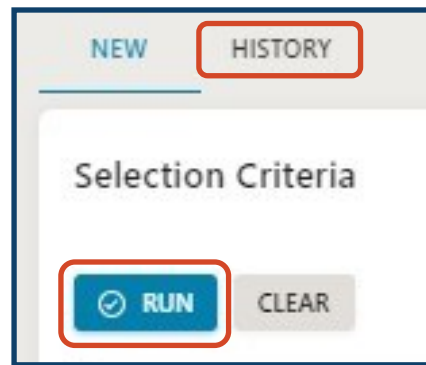
- ⇒ **School** - only schools the user has access to will be available for selection in the drop-down
- ⇒ **Grade** - all grades are available for selection and the report can be run for multiple grades in a single report
- ⇒ **Series/Vaccine** - all school-required immunizations are available for selection and the report can be run for multiple immunizations in a single report

The screenshot shows the 'School Student Not Up-to-Date' report configuration page. It has tabs for 'NEW' and 'HISTORY'. Under 'Selection Criteria', there are 'RUN' and 'CLEAR' buttons. Below are three dropdown menus: 'School *', 'Grade *', and 'Series/Vaccine'. The 'Series/Vaccine' dropdown is currently set to 'Vaccine Family *' and has an 'ADD' button next to it. At the bottom, there is an 'Output *' dropdown set to 'Csv'.

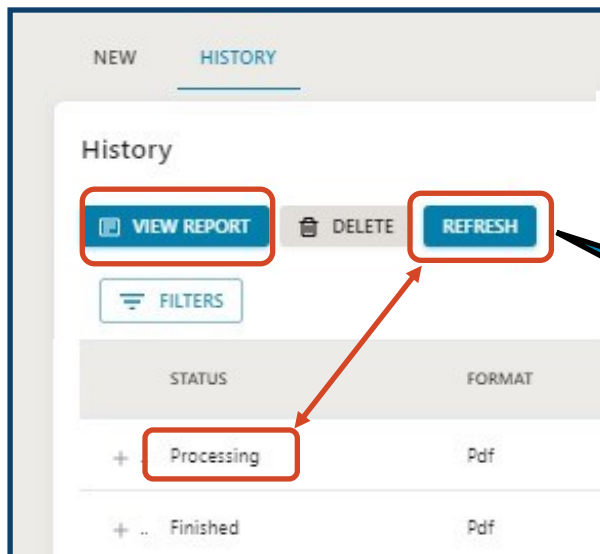
Selected vaccines require the dose number field and will default to 1. Use the [North Dakota School Immunization Requirements](#) as a guide to know how many doses of each vaccine are required for school.

3.) Click **Run**.

4.) Select the **History** tab to view the report.



5.) Once the report has finished processing, select the report from the list and click **View Report** to open the CSV or PDF.



If the report status is "processing", click Refresh to update results.

The completed Student Not Up-to-Date report all students assigned to the selected school and grade(s) who are counted as not-up-to-date for the selected vaccines. The report output includes the student first and name, date of birth, homeschool status, vaccines they are missing, recommended administration date from the forecaster, and any exemption in the student NDIIS record.

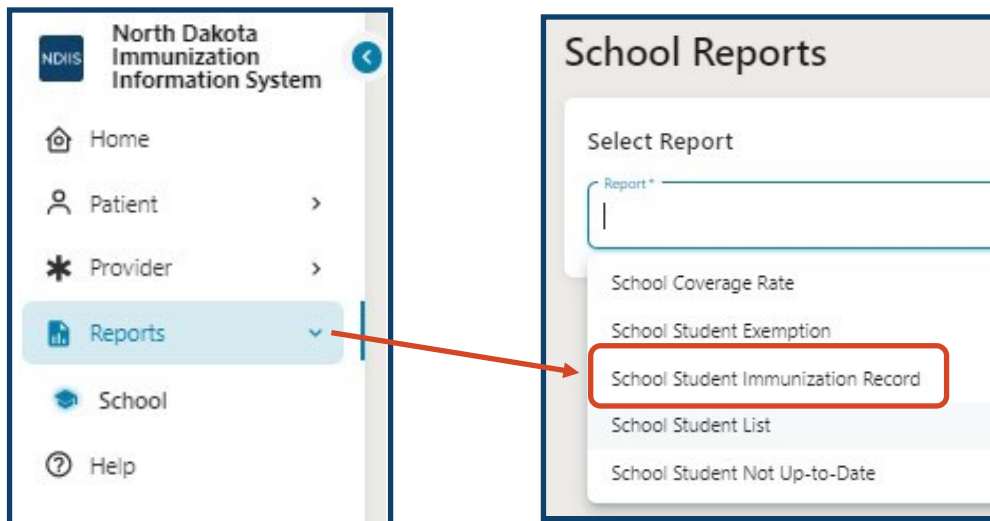
This report should be used with the coverage rate report.

School Student Immunization Record Report

The *School Student Immunization Record* report generates a list of students for a selected school and grade and lists the students' immunization records, including exemptions.

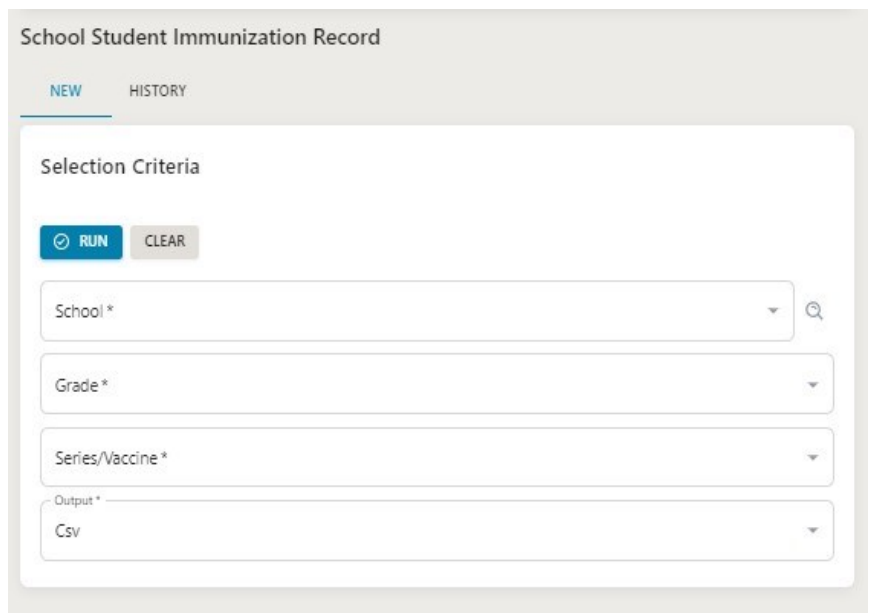
To run this report:

1.) Select the '**School**' category from the **Reports** option on the **Main Menu** then select **School Student Immunization Record** from the Report drop-down. The report will open to the **Selection Criteria**.



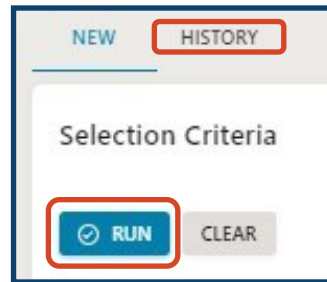
2.) Enter all required Selection Criteria. At least one school, grade, and vaccine must be selected.

- ⇒ **School** - only schools the user has access to will be available for selection in the drop-down
- ⇒ **Grade** - all grades are available for selection and the report can be run for multiple grades in a single report
- ⇒ **Series/Vaccine** - all school-required immunizations are available for selection and the report can be run for multiple immunizations in a single report

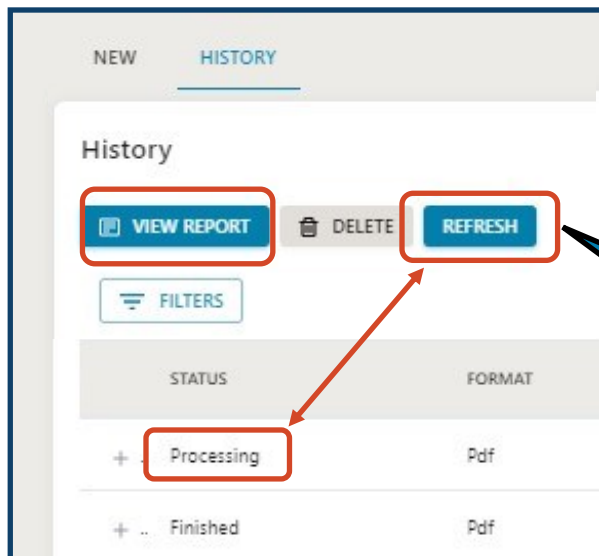


3.) Click **Run**.

4.) Select the **History** tab to view the report.



5.) Once the report has finished processing, select the report from the list and click **View Report** to open the CSV or PDF.



If the report status is "processing", click Refresh to update results.

The completed Student Immunization Record report lists all students assigned to the selected school and grade(s) who have received doses of the selected immunizations. Students are listed in alphabetical order by grade. The report output includes each student's first and last name, birthdate, grade, homeschool status, and immunization record details for the selected vaccines, including the date of administration for each dose and any exemptions. The report will only show valid immunizations. Exemptions are listed by exemption reason.