

**Frequently Asked Questions: Online Reporting of
Immunization Assessment of Kindergarten Students**
Please submit your report by October 15th

- 1. Q: I am entering information for a private school. Why don't I see the information for the district?**
A: Private schools do not need to enter district information and therefore, they will not see a list of district names come up in their county.
- 2. Q: I am entering information on a public school and our district name has changed. How do I make changes to reflect that?**
A: Please contact School Assessments at 510.620.3746 or 510.620.3757 to notify them of this change.
- 3. Q: I can not find my school name after selecting appropriate school type (public or private) and district type (only if public). What should I do?**
A: Please contact School Assessments at 510.620.3746 or 510.620.3757 to notify them of this. A possible alternative may be to fill out the hard copy form.
- 4. Q: I have changes to my school immunization data. How can I make these changes if I have already submitted the report?**
A: If you try to revise information which has been already submitted, you will receive a pop-up window asking you to please contact School Assessments at 510.620.3746 or 510.620.3757.
- 5. Q: I do not have internet capability. How can I complete this form?**
A: Please contact School Assessments at 510.620.3746 or 510.620.3757 to request hard copied materials.
- 6. Q: I can not access the web address. What should I do?**
A: If your internet browser has internet capability to other sites and if you receive site error messages, please contact School Assessments at 510.620.3746 or 510.620.3757.
- 7. Q: How can I send a copy of this form to my district office?**
A: Please print out your copy before logging out.
- 8. Q: What if the words on my screen overlap and I cannot read the text on my screen?**
A: Go to your internet browser toolbar. Select *View* then select *Text Size* then select a smaller text size.
- 9. Q: How can I be sure you received my submission or print a copy for my records?**
A: Follow the hyperlink [Need to Confirm We Received Your Submission or Print a Copy for your Records?](#) located on the login page at www.CalKidShots.org
- 10. Q: What if my printout is cutoff?**
A: If you have logged off, you will need to log in again and follow the link to [Need to Confirm We Received Your Submission or Print a Copy for your Records?](#) . Thereafter, select the [Printing Tips](#) hyperlink on the School Summary Sheet Confirmation page. Or in your internet browser toolbar, Select *File* then *Page Setup*. Change the page orientation to *Landscape*, change all margins to 0.2, select *OK* and print.
If you have not logged off, select the [Printing Tips](#) hyperlink on the School Summary Sheet Confirmation page. Or in your internet browser toolbar, Select *File* then *Page Setup*. Change the page orientation to *Landscape*, change all margins to 0.2, select *OK* and print.