

## Frequently Asked Questions: Online Reporting of Immunization Assessment of Kindergarten Students

**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 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.