

## INSTRUCTIONS FOR COMPLETING THE IMMUNIZATION ASSESSMENT OF KINDERGARTEN STUDENTS—ANNUAL REPORT ONLINE

### FIRST STEP: LOG IN AND CONFIRM YOUR INFORMATION

1. Open your internet browser to [www.CalKidShots.org](http://www.CalKidShots.org)
2. From the Type drop down menu, select your type of school, public or private.
3. From the County drop down menu, select your county name.
4. From the District drop down menu, select your district name.
5. From the School drop down menu, select your school name.
6. Enter the password: *school* and click “Log In” at the bottom. **\*\*Note: the password is not your school name. It is simply the word *school* in lower case letters.\*\***
7. After logging in, you will see a screen with your school’s name, physical and mailing addresses. Check to see for any corrections.
  - 8a. If the information is *not* correct, click on the “Edit School Info” button on the bottom. You will be able to correct the school name, physical address and mailing address.
  - 8b. Once the information has been corrected, click “Update” at the bottom to proceed.
9. If the information is correct, proceed to the second step.

### SECOND STEP: DETERMINE ENROLLMENT

Determine whether your school has kindergarten enrollment this year.

#### *NO ENROLLMENT*

1a. If your school *does not* have kindergarten enrollment this year, has never had a kindergarten enrollment, or is closed, click on the arrow next to the question “Do you have kindergarten students enrolled this year?” to select “No”.

1b. Next, select a reason your school does not have kindergarten enrollment from the drop down menu next to “If not, why”. Please select “Confirm” at the bottom of the screen and go to the third step.

#### *ENROLLMENT*

2a. If your school *does* have kindergarten enrollment this year, click “Confirm” at the bottom. Continue to the third step.

### THIRD STEP: SUBMIT THE SCHOOL SUMMARY SHEET

You will be taken to the Immunization Assessment of Kindergarten Students—Annual Report School Summary Sheet page. You will see the school identifying information you submitted at the top of the page. **Please note:** If the words on your screen are overlapping, go to your browser toolbar, select *View*, then select *Text Size*, then select *Smaller*.

#### *NO ENROLLMENT*

1a. If you do not have enrollment, the school summary sheet will automatically populate the boxes with zeros. You will need to enter your name, phone number and email address at the bottom and click “Submit”.

1b. You will be prompted again to confirm. You will see a confirmation page summarizing your submission. **Please print a copy of the confirmation page for your records.** If you will be reporting on another school, select “Another school entry” and repeat steps 1-3. Congratulations, you have completed the report online!

#### *ENROLLMENT*

2a. Links to the following instructional documents are available to download online: [How to Complete the Online Summary Sheet](#), the [Immunization Assessment Worksheet](#), the [Guide to Immunizations Required](#) and [Frequently Asked Questions](#).

2b. Once you complete the online summary sheet, enter your name, phone number and email and click “Submit” to send the report.

2c. You will be prompted again to confirm. You will see a confirmation page summarizing your submission. **Please print a copy of the confirmation page for your records.** If you have another school to enter, click “Another school entry” and repeat steps 1-3. Congratulations, you have completed the report online!

**\*\*NOTE: If you need to confirm we received your submission or need additional copies of your submission, follow the hyperlink: [Need to Confirm We Received Your Submission or Print a Copy For Your Records?](#) located on the home page [www.CalKidShots.org](http://www.CalKidShots.org) .**

#### HELP

If you need further assistance, please contact School Assessments at 510.620.3746 or 510.620.3757.