



COVID-19 Immunization Future Compliance Report Instructions

Infinite Campus Compliance rules for COVID-19 Immunizations will go into effect on 1/31/22. At that time, compliance status for COVID will be visible in the Immunization Summary at the top of each student's Immunizations Tab under Student Information > Health > General

In the meantime, you can run compliance reports to determine the upcoming compliance status for your students and send a message to specific students still needing to report their status. Here are videos and instructions on how to do this:

Video #1 - Extracting COVID19 Non-Compliant Student List

<https://drive.google.com/file/d/1vS-jUWms93Q24RT5pC2N5v2OrkXlXrLI/view?usp=sharing> (a bit over a minute)

Written Directions for Extracting COVID19 Non-Compliant Student List:

- 1) Log in to Infinite Campus
(https://campus.scusd.edu/campus/sacramento_city.jsp)
- 2) Select the appropriate calendar. **If you have two, you will need to run two reports.**
- 3) From Index, select **Health>Reports>Generic Immunizations Extract**.
- 4) Change the Effective Date to **1/31/22**
- 5) De-Select the **Toggle Vaccines** Checkbox
- 6) Check the box for **COVID (Pfizer)**
(code:COVPfizer)
 - a While you will see other vaccines listed, selecting the COVID (Pfizer) box will include all other COVID vaccine types when calculating the compliance status.
- 7) Scroll to the bottom and check the box for the type of report you want to create:
 - a **Compliant** will provide you with a list of students that will be at least 12 years, 1 month old by 1/31/22, and have all required doses documented in I.C.
 - b **Non-compliant** will provide you with a list of students that will be at least 12 years, 1 month old by 1/31/22, and do not yet have all required doses documented in I.C.
 - c **No Requirement** will provide you with a list of students that will still be younger than 12 years, 1 month old by 1/31/22, and are not yet required to provide COVID-19 immunization records.



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- d **Exempt** will provide you with a list of students who have a verified exemption on file (these are processed centrally)
- 8) Select the “Generate Extract” button.

Sending Messages to Non-Compliant Students

Video #2 - Sending Messages to COVID Non-Compliant Students

<https://drive.google.com/file/d/1IaCYCZeIMT6NSAsn8IGij4yuAWyiC3gF/view?usp=sharing> (just short of 2 minutes)

Written Instructions for Sending Messages to COVID Non-Compliant Students:

- 1) From Index - select Messenger
- 2) Select Message Builder
- 3) Check the box “Student Messenger Contacts”
- 4) Click the circle “Message for Each Student”
- 5) Click the box “Active Students Only”
- 6) Under the “Saved Filters” box – Select “Advanced Ad Hoc”
- 7) Highlight “COVID Non-Compliant Students”
- 8) Select the checkboxes for delivery services (inbox/email/voice/text)
- 9) Insert the message you have drafted (see [sample messages here](#))
- 10) Select delivery date/time - click preview/send

TIP: you may save this message as a template – click save at the top of the Message Builder page – and name the template.

Contact support@scusd.edu if you need further assistance.

Families can submit student COVID Immunization Records and Exemption Applications through [Informed K12](#). These submissions are vetted centrally and documented in Infinite Campus.

Paper hardcopy vaccine or exemption records physically delivered to school sites must be checked for completeness then scanned and emailed directly to IZ@scusd.edu. Health Services will document these records centrally. File the paper hard copies in the student's Cumulative Record > Health Folder.