

# Cascade Technology Alliance (CTA) Synergy Quick Reference Guide Immunization and Exemption Rates Reports

This guide will explain how to print the Immunization and Exemption Rates Reports for schools.

<b>Step 1</b>	<p style="text-align: center;"><b><u>Be sure your focus is set to ACTIVE students only</u></b></p> <p><b>For schools that have any grades KG – 12</b></p> <p>Synergy SIS&gt; Health &gt; Reports &gt; Summary &gt; HLT628 – Immunization and Exemption Rates Report K-12</p> <p><b>For schools that have PK grades</b></p> <p>Synergy SIS&gt; Health &gt; Reports &gt; Summary &gt; HLT627 – Immunization and Exemption Rates Report PreK</p> <p><u>Note: If a school has both KG – 12 grades and PK grades you must run both reports.</u></p>						
<b>Step 2</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> <span style="font-size: 0.8em;">▼</span> <b>Report HLT628: Immunization and Exemption Rates Report K-12</b> <span style="float: right;">▾</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 2px;"> <span> Print</span> <span>Save Default</span> <span>Reset Saved Default</span> <span>Email Me</span> </div> <div style="margin-top: 5px; font-size: 0.8em;">       Name: <b>Immunization and Exemption Rates Report K-12</b> Number: <b>HLT628</b> Page Orientation: <b>Portrait</b> </div> <div style="display: flex; justify-content: space-between; margin-top: 2px; font-size: 0.8em;"> <span>Options</span> <span>Sort / Output</span> <span>Conditions</span> <span>Selection</span> <span>Advanced</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; font-size: 0.8em;"> <span>🔍</span> Report Options         </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 2px;">           Assessment Date <span style="float: right; color: red; font-weight: bold;">A</span>  <input style="width: 90%;" type="text" value="09/30/2016"/> </td> <td style="width: 50%; padding: 2px;">           Enrollment Cut-off Date <span style="float: right; color: red; font-weight: bold;">B</span>  <input style="width: 90%;" type="text" value="09/30/2016"/> </td> </tr> <tr> <td style="padding: 2px;">           Program Type <span style="float: right; color: red; font-weight: bold;">C</span>  <input style="width: 90%;" type="text" value="public / charter school"/> </td> <td style="padding: 2px;">           Filter Group <span style="float: right; color: red; font-weight: bold;">D</span>  <input style="width: 90%;" type="text" value="DISTRICT - ALL SCHOOLS"/> </td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; font-size: 0.8em;"> <span>🔍</span> Primary Contact         </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 2px;">           Contact Name  <input style="width: 90%;" type="text" value="Helene Douglass"/> </td> <td style="width: 50%; padding: 2px;">           Contact Phone <span style="float: right; color: red; font-weight: bold;">E</span>  <input style="width: 90%;" type="text" value="503-257-1711"/> </td> </tr> </table> </div> </div> <div style="margin-top: 10px; padding-left: 20px;"> <p><b>A. Assessment Date</b> – All calculations will use this date.</p> <ol style="list-style-type: none"> <li>1. For the first report of the year (within 30 days of the beginning of school), this is usually the date you run the report.</li> <li>2. For the second report of the year (within 30 days after Exclusion Day) this is usually the date the second part of the Primary Review Summary is due to your county. For the 18/19 year – that date is February 20, 2019.</li> </ol> <p><b>B. Enrollment Cut-off Date</b> – Students with enter dates after the enrollment cut-off date will not be included.</p> <ol style="list-style-type: none"> <li>1. For the first report of the year (within 30 days of the beginning of school), this is usually the date you run the report.</li> <li>2. For the second report of the year (within 30 days after Exclusion Day) this is usually the date the first part of the Primary Review Summary is due to your county. For the 18/19 year – that date is January 16, 2019.</li> </ol> <p><b>C. Program Type</b> – usually left as public / charter, can be changed if warranted.</p> <p><b>D. Filter Group</b> – This option only displays if you are focused to the district. If you are running the reports for a group of school, use this field to specify your filter group.</p> <p><b>E. Primary Contact.</b> This information will be printed on the report.</p> </div> </div>	Assessment Date <span style="float: right; color: red; font-weight: bold;">A</span> <input style="width: 90%;" type="text" value="09/30/2016"/>	Enrollment Cut-off Date <span style="float: right; color: red; font-weight: bold;">B</span> <input style="width: 90%;" type="text" value="09/30/2016"/>	Program Type <span style="float: right; color: red; font-weight: bold;">C</span> <input style="width: 90%;" type="text" value="public / charter school"/>	Filter Group <span style="float: right; color: red; font-weight: bold;">D</span> <input style="width: 90%;" type="text" value="DISTRICT - ALL SCHOOLS"/>	Contact Name <input style="width: 90%;" type="text" value="Helene Douglass"/>	Contact Phone <span style="float: right; color: red; font-weight: bold;">E</span> <input style="width: 90%;" type="text" value="503-257-1711"/>
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