

## QUICK REFERENCE GUIDE FOR COMPLETING THE STATE IMMUNIZATION ASSESSMENT REPORT: *Pre-Kindergarten (Preschool), Kindergarten & Seventh Grade*

### Generate Welligent Report/s **FIRST**

Welligent immunization count data have a lag of one day.

**Pre-Kindergarten (Child Care/Preschool)**, Welligent Rpt ID 3063. This report contains data from the Pre-School programs using **MiSiS** and ECED (Early Childhood Education Division App).

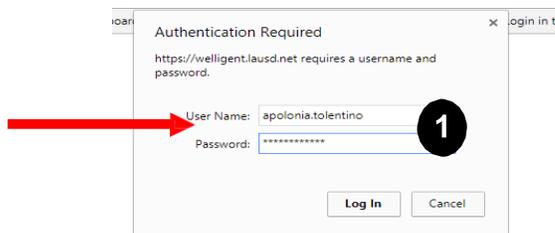
**Kindergarten (cumulative counts for TKE, TK, K)**, Welligent Rpt ID 3047

**Seventh Grade**, Welligent Rpt ID 3046

After generating the Welligent reports, go to the [Reporting Site](#)

### Detailed Instructions:

**Step 1** Log into Welligent at <https://welligent.lausd.net>, using your single sign-on (SSO) account.



**Step 2** Click **Reports**  
Clear the Report Category and use the Report ID field.  
Enter **3046** for Seventh Grade Annual Immunization Report  
Click the check mark to the left of the appropriate report

Search Criteria

Report Category:

Keyword:  (Note: To search for multiple keywords, separate entries by a comma (e.g., Active, Code).)

Report ID:

Find Dashboards:

Select	Report Name	Report Description	Report ID	Category
<input checked="" type="checkbox"/>	Seventh Grade Annual Immunization Report	Seventh Grade Annual Immunization Report	3046	Clinic Reports

**Step 3** Select **Campus** name  
**Step 4** Click **Run**

