School User Guide

Revised: 9/2016

For additional support, the following resources are available:

CAIR Help Desk
  Hours: Monday - Friday 8:00AM - 5:00PM
  Phone: 800-578-7889
  Fax: 888-436-8320
  Email: CAIRHelpDesk@cdph.ca.gov

Local CAIR Representatives (LCRs): [http://cairweb.org/lcrs/](http://cairweb.org/lcrs/)

CAIR Website: [www.cairweb.org](http://www.cairweb.org)
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I. Introduction

What is CAIR2?

The California Immunization Registry (CAIR2) is a secure web-based system available to health care providers including local health departments, community clinics, private medical offices and hospitals as well as other approved agencies such as schools, child care facilities and foster care. CAIR2 helps these providers/agencies track and update their patient/student/client immunization and tuberculosis (TB) test records. CAIR2 is free-of-charge and managed by the California Department of Public Health.

The goal of CAIR2 is to improve immunization services by providing a central location for health care providers and other approved entities to store and access a person’s complete immunization and TB test history, forecasting the immunizations that are due based on ACIP recommendations, generating official patient/student immunization documentation (e.g., Yellow Card, Blue Card), and helping immunization providers manage their vaccine inventory, generate practice-level immunization reports and conduct reminder/recall activities. A major objective of CAIR2 is to reduce both missed opportunities to immunize and unnecessary duplicate immunizations.

User Responsibilities

Records stored in CAIR2 are confidential medical information. Inappropriate use or disclosure of information may result in civil and criminal penalties per Federal and State laws and termination of your and/or your agency’s rights to use CAIR2. As a CAIR2 user, you agree to read, understand and abide by Section 120440 of the California Health and Safety Code and the following CAIR2 Confidentiality Policies:

- Use CAIR2 only for your assigned duties that are related to providing immunization services.
- Use CAIR2 only from work computers at your worksite (not from home).
- Use CAIR2 only to find records for persons coming to your clinic/agency for services.
- Keep your CAIR2 password confidential. Do not share your password with anyone else.
- Log-off from CAIR2 at the end of your shift or at any time when you must leave your work area. Also make sure other people cannot see the CAIR2 information on your computer screen.
- Keep the patient information you get from CAIR confidential. This is required by law.
- Do not use your CAIR2 login from a past job – ask the CAIR Help Desk to transfer your account.
- Understand that CAIRs automatically tracks which patient records you have accessed.

II. Accessing CAIR2

CAIR2 is a web application; a computer with Internet and web browser (e.g., IE, Firefox) is needed. To access CAIR2:

1. Go to https://cair.cdph.ca.gov. The CAIR2 login screen will appear
2. Enter your CAIR2 Org Code (Provider ID), Username, and Password and click the Login button.

Login screen
Additional Information:
- The first time you log into CAIR2, you will be asked to read and agree to the Security Notification, reset your password and to enter security questions.
- If no email address has been entered you will be prompted to enter it.
- Each person accessing CAIR2 must have their own individual user account. To manage your user account, see Section III below (manage/access account tab).
- If you forget your password, click the Forgot Password? button to send a password reset email.
- Passwords must be changed every 60 days; the system will prompt you to change your password.
- A session will time out after 60 minutes of inactivity.
- User accounts will be disabled after 1 year of no activity.

Home Page
Once you log into CAIR2, the home page will appear. The home page is divided into the following sections:
- Announcements: Contains important information regarding enhancements and maintenance for CAIR2.
- Release Notes: Contains information regarding new releases of CAIR2.

III. Common CAIR2 Tools, Windows and Menus

Menu Bar
Once you are logged into CAIR2, several menu options are listed across the top of the screen. These options appear on every screen. The following options are available in the Menu Bar:
- Home: Returns you to the CAIR2 home page from anywhere within the application.
- Manage Access/Account: Allows you to update your user account information (e.g., contact information, password, security questions). Select each option on the blue menu on the left of this screen. To return to the application click on the blue hyperlink for your organization.
- Forms: A list of hyperlinks for printing blank forms and support documentation.
- Related Links: Hyperlinks to other immunization-related websites
- Logout: Logs you out of CAIR2.
- Help Desk: Displays contact information for the CAIR Help Desk.
- Online Help: Represented by a light bulb icon, online help displays page-specific help in a new window.

User Confirmation Bar
Directly beneath the Menu Bar is a row highlighted in light yellow which displays your organization, user name, and user role (level). This row appears on every screen.

Menu Panel
The Menu Panel appears in blue on the left side of the screen and contains the links to navigate in CAIR2.
IV. Searching for Students

To search for a student in CAIR2, click the find student link underneath the ‘School Access’ header in the left blue menu panel. The Student Search Criteria screen will appear.

Student Search Criteria screen

To search by student demographic information (Search by Patient), enter a minimum of any two fields including: Last Name, First Name, Middle Name, Birth Date, Mother’s First Name, or Home or Cell Phone Number. Note: When searching using names:

- CAIR2 ignores spaces, apostrophes, and hyphens.
- For first, last and middle names, or mother’s first name, you can enter the first 2 letters of the name and CAIR2 will do a search of all students whose name begins with those letters.
- If a student’s first or middle name or mother’s first name is only one letter long, you may enter the single letter, but only exact matches will be displayed.

You can also search using one field:

1. Medical Record Number (only if your site has assigned a MRN for that student)
2. CAIR ID (the patient’s CAIR2 ID)
3. CAIR Legacy ID (the patient’s ‘old’ CAIR1 ID)

- Once you enter the search information, click the ‘Find’ button at the top right of the screen. Results that match your search criteria will display. Click the Last Name hyperlink for the correct student to open the student’s Immunization Record. If no matches appear, try searching again with different search criteria.

Search Results screen
V. Viewing a Student’s Immunization Record

The Student Immunization Record screen has 4 sections: Student Information, Reports, Immunization Record, and Vaccines Recommended by Selected Tracking Schedule. Each section is described below.

1. Student Information

The Student Information section of the Student Immunization Record screen contains basic demographic information about the student. The Tracking Schedule Field allows you to select the vaccine schedule in which to evaluate this student’s immunization record according to grade-level immunization requirements. Options include Kindergarten, Preschool/Daycare and 7th Grade and ACIP. The vaccines for which the student is incomplete will then display in the Vaccines Recommended by Selected Tracking Schedule at the bottom of the screen.

Note: the ACIP schedule (clinically recommended immunization schedule) is the default and should be used when printing out a record for the parent so they know when they should obtain immunizations for their child.

There are also 3 buttons at the top of this section:

- CSIR Blue Card: Allows you to generate and print the student’s school immunization record.
- Print Confidential: Allows you to print a copy of this screen.
- Cancel: Takes you back to the Student Search Criteria screen.
2. Reports
In the Reports section of the Student Immunization Record screen, you are able to add the student to a specific student list for your school. This will allow you to run reports that include the student.

To add a student to a list, you must have already created the list in CAIR2 (see Section VI of this Guide for instructions on how to create student lists). Once the list is created:
1. Click the “Please pick a Report List” drop-down menu and select your list from the available options.
2. Then click the “Add this Student to a Report List” hyperlink to add this student to the list you selected.
   Note: Each student can be added to more than one list.

3. Immunization Record
The Immunization Record section of the Student Immunization Record screen displays all of the vaccinations the student has recorded in CAIR2. Information for each vaccination recorded includes:
   • Vaccine Group: The vaccines are in alphabetical order. If the patient received a combination vaccine (e.g., Pediarix), the shot will appear in each vaccine group where it counts.
   • Date Admin: Shows the date the shot was administered. You can click on the hyperlink to see the vaccine schedule for that vaccine as well as other information.
   • Series: Shows where that shot counts in the series. If ‘NOT VALID’ or ‘SUBPOTENT’ is displayed, you can click on the Date Admin hyperlink for that shot for an explanation. If nothing is displayed, it means that an extra shot in the series was given, but that it is allowed by ACIP recommendations.
   • Vaccine (Trade Name): Shows the vaccine and Trade Name for that shot.
   • Dose: Shows if the amount of vaccine given to the patient was a Full (standard) dose, or if less or more than the standard dose was given. If this column is blank, then the shot was entered as a historical dose and it should be assumed the dose was a full dose.
   • Reaction: Shows if a reaction has been documented for this shot. The entire row will also appear in red text. You can click the ‘Yes’ hyperlink in this column to see a description of the reaction.

Note: Vaccinations marked as SUBPOTENT or NOT VALID in the ‘Series’ column are counted for school/Daycare immunization law compliance. The exceptions are MMR, Varicella and Hepatitis A doses given before the first birthday. California accepts these dates for school attendance purposes because revaccination is a clinical decision.

4. Vaccines Recommended by Selected Tracking Schedule
This section of the Student Immunization Record screen displays which vaccines are currently recommended for the student. Vaccines that are due are highlighted in green.

The Earliest Date, Recommended Date and Past Due date that the student should receive the vaccination are listed based on the Tracking schedule you selected in the Student Information section at the top of the screen. If the a school grade level is selected for the Tracking Schedule (e.g., Kindergarten), the due dates will reflect the dates when the student is considered incomplete for the vaccine according to California school law requirements for that grade.

Also, if a vaccine series is complete, contraindicated, or if the patient has documented immunity or has aged out of a specific vaccine series, this will be displayed in this section next to the vaccine and be shaded grey. Below is a more detailed explanation of the messages that may appear in grey:
   • Maximum Age Exceeded: Indicates that the student has exceeded the maximum age to receive the vaccine. For example, if a student has already reached the age of five and has not completed the Hib series, then the recommendation for Hib will show ‘Maximum Age Exceeded’.
   • Maximum Doses Met or Exceeded for Vaccine Group: Indicates that the maximum number of doses recommended have been administered according to the tracking schedule.
   • Complete: Indicates that the series has been completed according to the tracking schedule.
• **Immunity Recorded for Vaccine Group**: Indicates history of disease (e.g., Chickenpox) or vaccine history.
• **Contraindicated**: Indicates the vaccine should not be given for medical reasons.

**Note**: Parental refusals or medical deferrals do not impact the recommendations and are not displayed.

**VI. Creating and Managing Student Lists**

You can create student lists in CAIR2 that can be used for generating reports. A maximum of thirteen lists can be created by each school/childcare facility.

To create a list, click the **Manage List** link located underneath the School Access header on the blue menu on the left side of the screen. The Manage List screen will appear:

**Manage List screen**

<table>
<thead>
<tr>
<th>Manage List</th>
<th>New List Name</th>
<th>Save</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Report List</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Name</td>
</tr>
<tr>
<td>Class of 2015</td>
</tr>
</tbody>
</table>

**Creating a Student List**

To create a Student List:

1. In the Manage Lists section, enter a list name in the **New List Name** field.
2. Click the **Save** button. The message “The list has been created successfully” will appear.
3. The List will now appear in the Report List section of the screen.

**Note**: Once you create a list, you cannot edit the name of it. So make sure to choose a name that will not need to be revised (avoid generic names). Use list names such as Class of 2020, Class of 2021, etc.

Once you have created the list, you can add students to it at any time (see Section V above for instructions on how to add a student to a list). Once students are added to the list, the list on the Manage List screen will appear as a hyperlink. You can click on this hyperlink to see the list of students assigned to this list. This section will also show the date the list was last updated and the number of students in the list. If there are no students assigned to the list, the list will not be hyperlinked.

**Deleting a Student List**

To delete a Student List:

1. Click the **Delete** button to the right of the list.
2. You will be given a prompt “Are you sure you want to delete this list?”
3. Click ‘OK’ to delete the list; click ‘Cancel’ to not delete the list. If you delete a list, you cannot retrieve it.

**Viewing a Student List and Report Options**

To view a Student List and generate reports, click the hyperlinked List Name of the report in the Report List section of the Manage List screen (see above). The Reports screen for the list you selected will appear:
Reports screen

### Reports Available (for the List you selected)
You can generate four types of student reports for the list you selected: Student List, Student Immunization History List, Immunization Due, and Student Compliance Report. [See Section VII below for instructions on how to generate each of these reports.](#)

### Select Tracking Schedule
On the Reports screen, you can also choose a Tracking Schedule from the drop down menu in the Select Tracking Schedule section. Options include Kindergarten, Preschool/Daycare, 7th Grade and ACIP (clinically recommended immunization schedule). This allows you to set the tracking schedule for each report in order to evaluate all of the students on the list based on the school immunization law requirements for their grade level to identify those students who are incomplete.

Note: There are two places in CAIR where you can select a Tracking Schedule. If you want to run a report for a group of students using a specific tracking schedule, select the tracking schedule on the Reports screen described in this section. If you want to select a Tracking Schedule for one student only, find the student in CAIR and then select the tracking schedule in that student’s individual Student Immunization Record screen (described on Page 6 of this Guide).

### Client List (for the List you selected)
This section of the Reports screen shows you all of the students that are on your selected list. You can click on the hyperlink of the student’s last name to see their immunization history. You can also remove one or several students from the list by placing a checkmark in the box beside the student’s name in the Delete column and clicking the Delete button. Once you have confirmed that you want to delete these students, the message "The list has been updated successfully" will appear.
VII. Generating Student Reports

As discussed above, there are 4 reports you can generate for each List. Each is described below. See Section IX below for an example of each report.

1. **Student List Report**
   This report shows the name and date of birth for each student on the list. To run this report:
   1. Click the **Student List** link.
   2. The Student List report will open in a PDF document, which you can then save or print.
   3. Click the Back button on your browser to return to the main Reports screen.

2. **Student Immunization History List Report**
   The Student Immunization History List displays the name, date of birth, Tracking Schedule selected, immunization history and immunizations due for each student on the list. To generate this report:
   1. Click the **Student Immunization History List** link. The report will automatically start generating. You will be taken to the Check School Report screen where you can view the status of the report.
   2. Click **Refresh** periodically until the status displays 100%. You can also click “Check School Report” on the blue menu on the left side to see if the report is finished.
   3. Once your report has finished generating, the report name will turn blue and be a hyperlink, and the report status will display “ready”. You can now click the link to view the report.
   4. Click the Back button on your browser to return to the main Reports List screen.

   **Note:** If you only want to view an existing report and don’t want to generate a new report, click the “Check School Report” link on the blue menu on the left side to see existing reports.

3. **Immunization Due Report**
   This report displays the name, date of birth, Tracking Schedule selected and all immunizations due for each student on the list. To generate this report:
   1. Click the **Immunization Due** link.
   2. You will be taken to the **School Immunization Due List Request** screen where you can enter the criteria you want to use for the report.

   **School Immunization Due List Request screen**

   ![School Immunization Due List Request screen](image)

   3. **Selecting Vaccine Groups To Report on**
      Select the ‘Use All Vaccine Groups’ button to see if a student is past due for any vaccines. The due dates will be based on the tracking schedule you have selected for this report. If a student is past due for any of the vaccines based on the tracking schedule, then the student will be listed in the report. If a student(s) is not listed in the report, then the student(s) are complete or up-to-date for the selected date range.

      You can choose the ‘Use Vaccine Groups Selected’ button if you want to focus on a specific vaccine(s).
For example, if there is an outbreak, you can use this report to see which students on the list are lacking that specific vaccine. To choose the vaccines:

- Scroll through the vaccine group list and double-click the desired vaccine group name, or click the vaccine group name and then click the Add button. The selected vaccine groups will appear in green in the box to the right.
- To remove any vaccines from the report criteria, either double-click the selected vaccine group name in the right list box, or click the selected vaccine and then click the Remove button.

4. Selecting Target Date Range
   You can select a date range (this is optional). When dates are specified, the report will only return those students that were, are, or will be overdue for the selected vaccine groups on a date falling within the target date range entered. To enter dates, enter the Target Date Range in the From and To text boxes in the form MM/DD/YYYY, or Click the calendar icon to set the date.
   **Note:** If both dates are left blank, then today's date will be used for both the From and To fields.

5. Once you have selected your criteria, click the **Generate** button. You will be taken to the Check School report screen where you can view the status of the report.

6. Click **Refresh** periodically until the status displays 100%. You can also click “Check School Report” on the menu on the left side to see if the report is finished.

7. Once your report has finished generating, the report name will turn blue and be a hyperlink, and the report status will say “ready”.

8. Click the link and view the report.

**Notes:**
- If you selected a future date, then all students on the list will require vaccines by the date selected, but Due will only be displayed for those vaccines that are past due or due now. You will have to manually evaluate the rest of the record to identify those vaccines that are due before the future date selected.
- Check to see if all of the student’s immunizations are in the CAIR – e.g., parents/guardians may have additional information if the student received services from a provider who does not report to CAIR.

4. **Student Compliance Report:**
   This report displays if the student is compliant based on the tracking schedule that you select, and which immunizations are due if the student is not compliant. To generate this report:
   1. Select the appropriate Tracking Schedule on the Reports screen.
   2. Click on the Student Compliance Report link. The Student Compliance Report Request screen will appear:

   **Student Compliance Report Request screen**

   Enter the Date Criteria ...
   
   Target Date Range  From   To

   3. Enter the date range you wish to run against the student list and tracking schedule you selected. The Date range will measure the student compliance for the students during the range selected.
   4. Click the Generate button.
   5. Once you have selected your criteria, click the **Generate** button. You will be taken to the Check School report
screen where you can view the status of the report.

6. Click **Refresh** periodically until the status displays 100%. You can also click “Check School Report” on the menu on the left side to see if the report is finished.

7. Once your report has finished generating, the report name will turn blue and be a hyperlink, and the report status will say “ready.”

8. Click the link and view the report.

**VIII. Check School Report Screen**

The Check School Report screen displays the status of a report request for the Student Immunization History List Report, Immunization Due Report, and Student Compliance Report. When you generate one of these reports, this screen will tell you when it is complete and include the link to access the report.

This screen has two sections:

1. **School Report Job Status**
2. **School Report Status**

**Check School Report Screen**

<table>
<thead>
<tr>
<th>School Report Job Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>Student Compliance Report 09-21-2016 13:05:56</td>
</tr>
</tbody>
</table>

**1. School Report Job Status**

This section displays the date and time a report was started and completed, the overall status in percentage, the number of students returned and the target date range if one was specified. You can click the Refresh button at the top of the screen to update the Status column. You can only have one job listed in this section at a time. Once you run a new report, your previous job will be erased.

**2. School Report Status**

This section displays the reports that have been generated from the Reports List screen. It contains the name of the report, the type of report, the date and time the report was requested, what time it started and the status. Your reports will be sorted by time generated, with the latest report at the top.

To get the latest update on all the requests listed in the table, click the **Refresh** button. This will show the most current status for each request from the CAIR database.

You do not have to remain on this screen while the reports are running. You can navigate away from this screen and go somewhere else in the application while your report runs in the background. To get back to the School Report Status screen, click the Check School Report link on the blue left menu panel.

As soon as the report name appears as a hyperlink and the Status displays ready, it has completed processing and is ready for viewing. To view the report, click the report name hyperlink. This process can take some time depending on the size of the report. The selected report will automatically display using the Adobe Acrobat Reader. At any time, you can click the **Cancel** button to return to the screen you were previously on.
IX. Examples of Reports

Below are examples of the reports described above that you can generate and print.

California State Immunization Record (CSIR) Blue Card (described on Page 6)

Student List Report (described on Page 10)
### Student Immunization History List Report
(described on Page 10)

#### CAIR
Student Immunization History

<table>
<thead>
<tr>
<th>Student Name</th>
<th>L. F. M: LOU, LIZA</th>
<th>Birth Date: 10/18/2010</th>
<th>Gender: Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine Group</td>
<td>Date Admin</td>
<td>Series</td>
<td>Vaccine [Trade Name]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>12/8/2010</td>
<td>1</td>
<td>DTaP, NOS [DTaP, NOS II]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>03/17/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>03/13/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>03/18/2010</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>HepB</td>
<td>01/8/2010</td>
<td>1</td>
<td>HepB [Pediatrics]</td>
</tr>
<tr>
<td>HepB</td>
<td>03/10/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>HepB</td>
<td>05/15/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>MMR</td>
<td>10/11/2011</td>
<td>1</td>
<td>MMR [MMR II II]</td>
</tr>
<tr>
<td>MMR</td>
<td>07/10/2016</td>
<td>1</td>
<td>MMR [MMR II II]</td>
</tr>
<tr>
<td>Polio</td>
<td>12/18/2010</td>
<td>1</td>
<td>Polio, NOS</td>
</tr>
<tr>
<td>Polio</td>
<td>02/01/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>Polio</td>
<td>03/15/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>Polio</td>
<td>04/06/2016</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>Td/Tdap</td>
<td>12/18/2010</td>
<td>1</td>
<td>DTaP, NOS [DTaP, NOS II]</td>
</tr>
<tr>
<td>Td/Tdap</td>
<td>03/11/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>Td/Tdap</td>
<td>05/10/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>Td/Tdap</td>
<td>09/29/2015</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
</tbody>
</table>

#### CAIR
Student Immunization History

<table>
<thead>
<tr>
<th>Student Name</th>
<th>L. F. M: SMITH, RODNEY</th>
<th>Birth Date: 07/21/2010</th>
<th>Gender: Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine Group</td>
<td>Date Admin</td>
<td>Series</td>
<td>Vaccine [Trade Name]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>01/04/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>06/18/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>08/15/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
<td>DTPaP</td>
<td>08/33/2016</td>
<td>1</td>
<td>DTaP [Infantrix II]</td>
</tr>
<tr>
<td>HepB</td>
<td>07/22/2010</td>
<td>1</td>
<td>HepB, NOS [HepB II]</td>
</tr>
<tr>
<td>HepB</td>
<td>01/04/2011</td>
<td>1</td>
<td>DTaP-HeplB-IPV [Pediatrics]</td>
</tr>
<tr>
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#### CAIR
Student Immunization History

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**Immunizations Due:**

- MMR
- Varicella
Immunization Due Report (described on Page 10)

![Student Immunization Due List]

Student Compliance Report (described on Page 11)

![Student Compliance Report]