1. Select child
2. Click “Immunizations”
3. Click the “Immunization” tab
4. Complete the PIR section at the top of the page.

Immunization Status At Enrollment

* + “**Complete all for age**” if all immunizations are completed for age according to MCIR
	+ “**Exception/Waiver (Religious/Medical)**” if for any reason the child is not going to be getting their immunizations during their EHS enrollment.
* Complete immunization waiver with the family
* Attach a copy of the waiver in the immunization attachments.
	+ “**Exempt”** will never be used
	+ **“Not Received All/Pastdue”** is used when the child has an immunization “incomplete" according to MCIR
	+ **“Up-to-date all possible for age/Behind”** is used when a child is up to date for their age, but needs more in the near future and is marked as “provisional” in MCIR

Immunization Status At End of Enrollment

* Leave Blank until the child has completed the program year.
* At end of the program year, follow the directions above.
1. Responsible Staff: iRecruitment & Health Specialist name
2. Date box: date the immunizations were completed
3. Click on each immunization name that was completed for that date,
4. Click save
* Be sure to add documentation under the immunization’s attachment tab

Report #9708 - This will show children that need End of Year information inputted

EHS Current Program Year

All Sites

View in Grid

C.10, C.11, C.12 - choose filter in top right corner for each and check “Not Checked”