



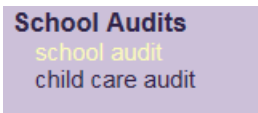
# Immunization Registry Information System (IRIS) School and Child Care Audit Reporting Instructions September 2020

All school and child care audit data must be reported in IRIS. Before recording audit results in IRIS, users will need access to IRIS Audit functionality. Current School Audit users do not need to resubmit an IRIS Authorized Site Agreement. For individuals who do not have School Audit access, please complete the [IRIS Authorized Site Agreement- Organization Form](#), and select 'LPHA Org Admin' or 'LPHA Standard User' under the Planned Use of IRIS, School Audit section. Fax the completed form to the IRIS Help Desk at 1-800-831-6292, or send electronically to [irisenrollment@idph.iowa.gov](mailto:irisenrollment@idph.iowa.gov). IRIS staff will add the school audit role to the user's existing access.

Please call the IRIS Help Desk at 800-374-3958 with any questions about IRIS, or Jessica Schultz at 800-831-6293 with questions about the school and child care audit process.

## School Audits

- 1) Select the 'school audit' link under the School Audits section of the menu panel.



- 2) Select the School District from the 'School District' dropdown menu.

| School Information |   | School Name            |   | City   |           | Zip Code           |  | School #             |  | School County Code # |  | Save    |  |
|--------------------|---|------------------------|---|--|-----------|--------------------|--|----------------------|--|----------------------|--|---------|--|
| School District    | <div style="background-color: #d9d9e3; padding: 2px;">School District</div> <ul style="list-style-type: none"> <li>A-H-S-T-W</li> <li>AGWSR</li> <li>Adair-Casey</li> <li>Adel DeSoto Minburn</li> <li>Akron Westfield</li> <li>Albert City-Truesdale</li> <li>Albia</li> <li>Alburnett</li> <li>Alden</li> <li>Algona</li> <li>Allamakee</li> <li>Alta-Aurelia</li> <li>Ames</li> <li>Anamosa</li> <li>Andrew</li> <li>Ankeny</li> <li>Aplington-Parkersburg</li> <li>Ar-We-Va</li> <li>Atlantic</li> <li>Audubon</li> <li>BCLUW</li> <li>Ballard</li> <li>Baxler</li> <li>Bedford</li> <li>Belle Plaine</li> <li>Bellevue</li> <li>Belmond-Klemme</li> <li>Bennett</li> <li>Benton</li> </ul> | School Name            |   | City   |           | Zip Code           |  | School #             |  | School County Code # |  | Save    |  |
| Address            |   | City                   |   | Zip Code   |           | School #           |  | School County Code # |  |                      |  | Print   |  |
| District #         |   |                        |   |  |           |                    |  |                      |  |                      |  | Add New |  |
|                    |   |                        |   |  |           |                    |  |                      |  |                      |  | Cancel  |  |
| School Grad        |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
|                    | To  | Certificate<br>ization | Students with<br>Provisional Certificates | Students with<br>Certificate of<br>Immunization<br>Exemption |           | Total Certificates | Students without<br>acceptable or no<br>certificates |                      |  |                      |  |         |  |
|                    |   |                        |   | Medical  | Religious |                    |  |                      |  |                      |  |         |  |
| K                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 1                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 2                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 3                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 4                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 5                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 6                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 7                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |
| 8                  |   |                        |   |  |           |                    |  |                      |  |                      |  |         |  |

3) Select the School Name from the 'School Name' dropdown menu.

**School Information**

School District:  School Name:

Address:  City:

District #:  School #:

School County Code #:

**School Grade Information**

|   | Total Enrollment | Students with Certificate of Immunization | Students with Provisional Certificates | Students without acceptable or no certificates |
|---|------------------|---|--|--|
| K |                  |   |  |  |
| 1 |                  |   |  |  |
| 2 |                  |   |  |  |
| 3 |                  |   |  |  |
| 4 |                  |   |  |  |
| 5 |                  |   |  |  |
| 6 |                  |   |  |  |
| 7 |                  |   |  |  |

*(Note: The dropdown menu lists various schools including Bergman Academy, Brody Middle School, Brubaker Elementary School, Callanan Middle School, Capitol View Elementary School, Carver Elementary, Cattell Elementary School, Christ The King School, Cowles Elementary School, Des Moines Independent Comm School District, Downtown School, East High School, Edmunds Fine Arts Academy, Findley Elementary School, Garton Elementary, Goodrell Middle School, Greenwood Elementary School, Hanawalt Elementary, Harding Middle School, Hiatt Middle School, Hillis Elementary School, Holy Family School, Holy Trinity School, Hoover High School, Howe Elementary, Hoyt Middle School, Hubbell Elementary, Jackson Elementary School, and Jefferson Elementary School.)*

4) The school's address, district #, school #, and school county code will automatically populate based on the District and School selected.

**School Information**

School District:  School Name:

Address:  City:  Zip Code:

District #:  School #:

School County Code #:

5) Enter the school's audit results. The 'Total Certificates', 'Students without acceptable or no certificates' and the 'Total' fields at the bottom of the page will auto-calculate based on data entered. Only enter data in the grades that pertain to the selected school.

**School Information**

School District:  School Name:

Address:  City:  Zip Code:

District #:  School #:

School County Code #:

**School Grade Information**

|   | Total Enrollment | Students with Certificate of Immunization | Students with Provisional Certificates | Students with Certificate of Immunization Exemption |           | Total Certificates | Students without acceptable or no certificates |
|---|------------------|---|--|---|-----------|--------------------|--|
|   |                  |   |  | Medical   | Religious |                    |  |
| K |                  |   |  |   |           |                    |  |
| 1 | 95               | 78  | 10                                     | 5   | 2         | 95                 | 0  |
| 2 | 102              | 97  | 5                                      | 0   | 0         | 102                | 0  |
| 3 | 97               | 85  | 3                                      | 4   | 5         | 97                 | 0  |
| 4 | 108              | 102                                       | 4                                      | 0   | 0         | 106                | 2  |

- 6) After entering the school's audit information, select the 'Save' button to submit and save the audit. **\*\*Navigating away from this page without selecting 'Save' will result in loss of data. Be sure to select save before closing or navigating away from the page.** The message 'School Audit record successfully added for the school' will appear, and zeroes will populate for grades not completed.

**School Information**

School District: Des Moines Independent School Name: Brubaker Elementary School

Address: 2900 E 42nd Street City: Des Moines Zip Code: 50317

District #: 1737 School #: 0739

School County Code #: 77

Buttons: Save, Print, Add New, Cancel

**School Grade Information**

School Audit record successfully added for the school.

|   | Total Enrollment | Students with Certificate of Immunization | Students with Provisional Certificates | Students with Certificate of Immunization Exemption |           | Total Certificates | Students without acceptable or no certificates |
|---|------------------|---|--|---|-----------|--------------------|--|
|   |                  |   |  | Medical   | Religious |                    |  |
| K | 0                | 0   | 0                                      | 0   | 0         | 0                  | 0  |
| 1 | 95               | 78  | 10                                     | 5   | 2         | 95                 | 0  |
| 2 | 102              | 97  | 5                                      | 0   | 0         | 102                | 0  |
| 3 | 97               | 85  | 3                                      | 4   | 5         | 97                 | 0  |
| 4 | 108              | 102                                       | 4                                      | 0   | 0         | 106                | 2  |

- 7) To complete or enter a new audit, either select the School District and School Name from the dropdown menu or select the 'Add New' button, which will reset all the fields on the page.

**School Information**

School District: Des Moines Independent School Name: **Brubaker Elementary School**

Address: 2900 E 42nd Street City: School #: School County Code #:

**School Grade Information**

School Audit record successfully added for the school.

|   | Total Enrollment | Students with Certificate of Immunization | Students with Provisional Certificates |
|---|------------------|---|--|
| K | 0                | 0   | 0                                      |
| 1 | 95               | 78  | 10                                     |
| 2 | 102              | 97  | 5                                      |
| 3 | 97               | 85  | 3                                      |
| 4 | 108              | 102                                       | 4                                      |
| 5 | 0                | 0   | 0                                      |

Dropdown menu items: Brody Middle School, Brubaker Elementary School, Callanan Middle School, Capitol View Elementary School, Carver Elementary, Cattell Elementary School, Christ The King School, Cowles Elementary School, Des Moines Adventist, Des Moines Central Campus High School, Des Moines Independent Comm School District, Downtown School, East High School, Edmunds Fine Arts Academy, Findley Elementary School, Garton Elementary, Gateway Secondary School, Goodrell Middle School, Gospel Assembly Christian Academy, Greenwood Elementary School, Hanawalt Elementary, Harding Middle School, Hiatt Middle School, Hillis Elementary School, Holy Family School, Holy Trinity School, Hoover High School, Howe Elementary, Hoyt Middle School.

Buttons: Save, Print, Add New, Cancel

8) Follow the same steps to complete additional school audits for each school.

| School Information |                        |                      |                          |          |       |         |
|--------------------|------------------------|----------------------|--------------------------|----------|-------|---------|
| School District    | Des Moines Independent | School Name          | Cowles Elementary School |          | Save  |         |
| Address            | 6401 College Ave       | City                 | Des Moines               | Zip Code | 50324 | Print   |
| District #         | 1737                   | School #             | 0463                     |          |       | Add New |
|                    |                        | School County Code # | 77                       |          |       | Cancel  |

| School Grade Information |                  |   |  |   |           |                    |  |
|--------------------------|------------------|---|--|---|-----------|--------------------|--|
|                          | Total Enrollment | Students with Certificate of Immunization | Students with Provisional Certificates | Students with Certificate of Immunization Exemption |           | Total Certificates | Students without acceptable or no certificates |
|                          |                  |   |  | Medical   | Religious |                    |  |
| K                        |                  |   |  |   |           |                    |  |
| 1                        |                  |   |  |   |           |                    |  |
| 2                        |                  |   |  |   |           |                    |  |
| 3                        |                  |   |  |   |           |                    |  |
| 4                        |                  |   |  |   |           |                    |  |

## Child Care Audits

1) Select the 'child care audit' link under the School Audits section of the menu panel.



2) Select the county from the 'County' dropdown menu.

| Facility Information |             |                |            |   |  |   |
|----------------------|-------------|----------------|------------|---|--|---|
| County               | Adair       | Name of Center |            |   |  |   |
| Address              | Adams       | Zip Code       |            |   |  |   |
| City                 | Allamakee   |                |            |   |  |   |
| Age Gr               | Appanoose   |                |            |   |  |   |
|                      | Audubon     |                |            |   |  |   |
|                      | Benton      |                |            |   |  |   |
|                      | Black Hawk  |                |            |   |  |   |
|                      | Boone       |                |            |   |  |   |
|                      | Bremer      |                |            |   |  |   |
|                      | Buchanan    |                |            |   |  |   |
|                      | Buena Vista |                |            |   |  |   |
|                      | Butler      |                |            |   |  |   |
|                      | Calhoun     |                |            |   |  |   |
|                      | Carroll     |                |            |   |  |   |
|                      | Cass        |                |            |   |  |   |
|                      | 4 thro      | Cedar          | Enrollment | Children with Certificate of Immunization | Children with Provisional Certificates | Children with Certificate of Immunization Exemption |
|                      |             | Cerro Gordo    |            |   |  | Medical Religious                                   |
|                      | 6 thro      | Cherokee       |            |   |  |   |
|                      | Chickasaw   |                |            |   |  |   |
| 12 thro              | Clarke      |                |            |   |  |   |
|                      | Clay        |                |            |   |  |   |
| 19 thro              | Clayton     |                |            |   |  |   |
|                      | Clinton     |                |            |   |  |   |
| 24 mo                | Crawford    |                |            |   |  |   |
|                      | Dallas      |                |            |   |  |   |
|                      | Davis       |                |            |   |  |   |
|                      | Decatur     |                |            |   |  |   |
|                      | Delaware    |                |            |   |  |   |

3) Select the name of the child care facility from the 'Name of Center' dropdown menu.

**Facility Information**

County  Name of Center

Address  Zip Code

City

**Age Group Information**

|                      | Total Enrollment |
|----------------------|------------------|
| 4 through 5 months   |                  |
| 6 through 11 months  |                  |
| 12 through 18 months |                  |
| 19 through 23 months |                  |
| 24 months and older  |                  |
| Total                |                  |

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4) The child care facility's address information will populate. If the child care center is not listed, please contact the Iowa Immunization Program at 800-831-6293 ext. 1.

**Facility Information**

County  Name of Center

Address  Zip Code

City

Save  
Print  
Add New  
Cancel

5) Enter the child care facility's audit results. The 'Total Certificates', 'Children without acceptable or no certificates' and the 'Total' fields at the bottom of the page will auto-calculate based on what is entered. Only enter data in the ages that pertain to the selected facility.

**Facility Information**

County  Name of Center

Address  Zip Code

City

Save  
Print  
Add New  
Cancel

**Age Group Information**

|                      | Total Enrollment | Children with Certificate of Immunization | Children with Provisional Certificates | Children with Certificate of Immunization Exemption |           | Total Certificates | Children without acceptable or no certificates |
|----------------------|------------------|---|--|---|-----------|--------------------|--|
|                      |                  |   |  | Medical   | Religious |                    |  |
| 4 through 5 months   | 23               | 20  | 2                                      | 0   | 1         | 23                 | 0  |
| 6 through 11 months  | 21               | 19  | 2                                      | 0   | 0         | 21                 | 0  |
| 12 through 18 months | 25               | 22  | 2                                      | 1   | 0         | 25                 | 0  |
| 19 through 23 months | 33               | 30  | 2                                      | 0   | 0         | 32                 | 1  |
| 24 months and older  | 12               | 12  | 0                                      | 0   | 0         | 12                 | 0  |
| Total                | 114              | 103                                       | 8                                      | 1   | 1         | 113                | 1  |

- 6) After entering the child care facility's audit results, select the 'Save' button to submit and save the audit. **\*\*Navigating away from this page without selecting 'Save' will result in loss of data. Be sure to save before closing or navigating away from the page.** The message 'Child Care Audit record successfully added for the center' will appear.

**Facility Information**

County: Polk Name of Center: All Star Day Care

Address: 1922 SW 1st St Zip Code: 50315

City: Des Moines

Buttons: Save, Print, Add New, Cancel

**Age Group Information**

Child Care Audit record successfully added for the center

|                      | Total Enrollment | Children with Certificate of Immunization | Children with Provisional Certificates | Children with Certificate of Immunization Exemption |           | Total Certificates | Children without acceptable or no certificates |
|----------------------|------------------|---|--|---|-----------|--------------------|--|
|                      |                  |   |  | Medical   | Religious |                    |  |
| 4 through 5 months   | 23               | 20  | 2                                      | 0   | 1         | 23                 | 0  |
| 6 through 11 months  | 21               | 19  | 2                                      | 0   | 0         | 21                 | 0  |
| 12 through 18 months | 25               | 22  | 2                                      | 1   | 0         | 25                 | 0  |
| 19 through 23 months | 33               | 30  | 2                                      | 0   | 0         | 32                 | 1  |
| 24 months and older  | 12               | 12  | 0                                      | 0   | 0         | 12                 | 0  |
| <b>Total</b>         | <b>114</b>       | <b>103</b>                                | <b>8</b>                               | <b>1</b>  | <b>1</b>  | <b>113</b>         | <b>1</b>                                       |

- 7) To complete or enter a new audit, either select the county and child care facility from the dropdown menu or select the 'Add New' button which will reset all the fields on the page.

**Facility Information**

County: Polk Name of Center: [Dropdown Menu]

Address: 1922 SW 1st St Zip Code: [Field]

City: Des Moines

**Age Group Information**

|                    | Total Enrollment |
|--------------------|------------------|
| 4 through 5 months | 23               |

Buttons: Save, Print, Add New, Cancel

Dropdown Menu List:

- 2 B Tiny Child Dev Ctr & Preschool
- 2 For U Childcare West LLC
- A Child's World - 68th St
- Adventure-Life Preschool
- All Star Day Care
- Altoona 8th Street Child Care
- Altoona Campus Kids Klub-Altoona Elem
- Altoona Campus Kids Klub-Centennial Site
- Altoona Campus Kids Klub-Clay Elem
- Altoona Campus Kids Klub-Delaware Elem
- Altoona Campus Kids Klub-Four Mile
- Altoona Campus Kids Klub-Willowbrook
- Altoona Elementary School PK
- Altoona Kidsworld Daycare-Preschool Inc
- Altoona Kidsworld Daycare-Preschool Inc #2
- America's Children of Oakmoor
- Anderson Elementary School PK
- Angeli Cristiani Childcare
- Ankeny Christian Academy Childcare
- Ankeny Christian Childcare
- Ankeny Lil' Tots Daycare & Preschool LLC
- Apple Tree Children's Center-GRD
- Apple Tree Children's Center-JOH
- Apple Tree Children's Center-UPR

- 8) Follow the same steps to complete an audit for the child care facility selected.

**Facility Information**

County: Polk Name of Center: Altoona Campus Kids Klub-Altoona Elem

Address: 301 6th St SW Zip Code: 50009

City: Altoona

Buttons: Save, Print, Add New, Cancel

**Age Group Information**

|                      | Total Enrollment | Children with Certificate of Immunization | Children with Provisional Certificates | Children with Certificate of Immunization Exemption |           | Total Certificates | Children without acceptable or no certificates |
|----------------------|------------------|---|--|---|-----------|--------------------|--|
|                      |                  |   |  | Medical   | Religious |                    |  |
| 4 through 5 months   |                  |   |  |   |           |                    |  |
| 6 through 11 months  |                  |   |  |   |           |                    |  |
| 12 through 18 months |                  |   |  |   |           |                    |  |
| 19 through 23 months |                  |   |  |   |           |                    |  |
| 24 months and older  |                  |   |  |   |           |                    |  |
| <b>Total</b>         |                  |   |  |   |           |                    |  |

## Viewing or Editing Audits

- 1) To view or edit audits the organization has completed, select the 'audit lists' under the School Audits section.

**School Audits**  
[school audit](#)  
[child care audit](#)  
[audit lists](#)

- 2) All of the audits completed by the organization will be listed. Audits can be deleted by selecting the delete button, or edit an audit by selecting the link for the school or child care facility and resaving the edited information.

| Audit List                                 |                   |            |                        |        |
|--|-------------------|------------|------------------------|--------|
| School/Facility Name                       | Last Updated Date | Audit Type | School District        | Delete |
| <a href="#">All Star Day Care</a>          | 08/21/2019        | Child Care |                        | Delete |
| <a href="#">Brubaker Elementary School</a> | 08/21/2019        | School     | Des Moines Independent | Delete |

- 3) If audits are edited, select 'Save'. ***\*\*Navigating away from this page without selecting 'Save' will result in loss of data.***

| Facility Information |   |                |  |  |
|----------------------|---|----------------|--|--|
| County               | <input type="text" value="Polk"/>           | Name of Center | <input type="text" value="All Star Day Care"/> | <input type="button" value="Save"/>    |
| Address              | <input type="text" value="1922 SW 1st St"/> | Zip Code       | <input type="text" value="50315"/>             | <input type="button" value="Print"/>   |
| City                 | <input type="text" value="Des Moines"/>     |                |  | <input type="button" value="Add New"/> |
|                      |   |                |  | <input type="button" value="Cancel"/>  |

| Age Group Information |                  |   |  |   |           |                    |  |
|-----------------------|------------------|---|--|---|-----------|--------------------|--|
|                       | Total Enrollment | Children with Certificate of Immunization | Children with Provisional Certificates | Children with Certificate of Immunization Exemption |           | Total Certificates | Children without acceptable or no certificates |
|                       |                  |   |  | Medical   | Religious |                    |  |
| 4 through 5 months    | 23               | 20  | 2                                      | 0   | 1         | 23                 | 0  |
| 6 through 11 months   | 21               | 19  | 2                                      | 0   | 0         | 21                 | 0  |
| 12 through 18 months  | 25               | 22  | 2                                      | 1   | 0         | 25                 | 0  |
| 19 through 23 months  | 33               | 30  | 2                                      | 0   | 0         | 32                 | 1  |
| 24 months and older   | 12               | 12  | 0                                      | 0   | 0         | 12                 | 0  |
| Total                 | 114              | 103                                       | 8                                      | 1   | 1         | 113                | 1  |

## Audit Reports

- 1) To generate an audit report in IRIS, select the 'audit report' link under the School Audits section. To view the school audit reports, Internet Explorer must be compatible with IRIS. See pages 12-13 for troubleshooting browser compatibility.

**School Audits**  
[school audit](#)  
[child care audit](#)  
[audit lists](#)  
[audit report](#)

- 2) The report will default to display the total enrollment numbers of all completed audits for the county during the current school year.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :  
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

| State | County   | Year | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |
|-------|----------|------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|
| Name  | Name     |      | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |
| IA    | Plymouth | 2018 | 4715           | 4591                      | 97.37   | 28                       | 0.59    | 9              | 0.19    | 67               | 1.42    | 4695                     | 99.58   | 20                         | 0.42    |

- 3) The report allows users to filter the audit results by Organization, Public/Private schools, or by Grade.
- 4) To filter a report by all organizations, select the Organization checkmark box and select Submit. The report will display the total by school for all completed audits in the county.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :  
 Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

| State | County   | Organization                      | Year     | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |     |
|-------|----------|-----------------------------------|----------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|-----|
| Name  | Name     | Name                              | District | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |     |
| IA    | Plymouth | Akron Westfield Elementary School | 0063     | 2018           | 257                       | 254     | 98.83                    | 1       | 0.39           | 1       | 0.39             | 1       | 0.39                     | 257     | 100.0                      | 0       | 0.0 |
| IA    | Plymouth | Akron Westfield Middle School     | 0063     | 2018           | 147                       | 146     | 99.32                    | 0       | 0.0            | 0       | 0.0              | 1       | 0.68                     | 147     | 100.0                      | 0       | 0.0 |



- 5) To filter a report by a specific organization, select the Organization checkmark box and select the organization name from the dropdown menu and select Submit. Although all schools can be selected from the menu, IRIS will only return results for the audits completed in the county.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter : Akron Westfi...

Submit

What would you like to do with this report?  
[Display as a PDF](#) [Export as a Spreadsheet](#)

| State | County   | Organization                  | Year     | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |     |
|-------|----------|-------------------------------|----------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|-----|
| Name  | Name     | Name                          | District | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |     |
| IA    | Plymouth | Akron Westfield Middle School | 0063     | 2018           | 147                       | 146     | 99.32                    | 0       | 0.0            | 0       | 0.0              | 1       | 0.68                     | 147     | 100.0                      | 0       | 0.0 |

- 6) To filter a report by public or private schools, select the Public/Private checkmark box and select either Private or Public from the dropdown menu and select Submit.

Audit Type : School  
 Year : 2018-19  
 Group By : Organization  Public/Private  Grade   
 Filter :  private

Submit

What would you like to do with this report?  
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| State | County   | Year | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |
|-------|----------|------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|
| Name  | Name     |      | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |
| IA    | Plymouth | 2018 | 662            | 627                       | 94.71   | 0                        | 0.0     | 3              | 0.45    | 21               | 3.17    | 651                      | 98.34   | 11                         | 1.66    |

- 7) To filter a report by all grades, select the Grade checkmark box and select Submit. The report will display the total by grade for all completed audits in the county.

**Audit Type :** School   
**Year :** 2018-19   
**Group By :** Organization  Public/Private  Grade   
**Filter :**

What would you like to do with this report?

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[Export as a Spreadsheet](#)

| State | County   | Grade | Year | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |
|-------|----------|-------|------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|
| Name  | Name     |       |      | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |
| IA    | Plymouth | HS    | 2018 | 6              | 5                         | 83.33   | 0                        | 0.0     | 0              | 0.0     | 1                | 16.67   | 6                        | 100.0   | 0                          | 0.0     |
| IA    | Plymouth | K     | 2018 | 339            | 324                       | 95.58   | 8                        | 2.36    | 0              | 0.0     | 5                | 1.47    | 337                      | 99.41   | 2                          | 0.59    |
| IA    | Plymouth | 1     | 2018 | 367            | 358                       | 97.55   | 2                        | 0.54    | 0              | 0.0     | 5                | 1.36    | 365                      | 99.46   | 2                          | 0.54    |
| IA    | Plymouth | 2     | 2018 | 328            | 322                       | 98.17   | 2                        | 0.61    | 1              | 0.3     | 2                | 0.61    | 327                      | 99.7    | 1                          | 0.3     |

- 8) To filter a report by a specific grade, select the Grade checkmark box and select the number grade from the dropdown menu and select Submit.

**Audit Type :** School   
**Year :** 2018-19   
**Group By :** Organization  Public/Private  Grade   
**Filter :**   4

What would you like to do with this report?

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| State | County   | Grade | Year | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |
|-------|----------|-------|------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|
| Name  | Name     |       |      | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |
| IA    | Plymouth | 4     | 2018 | 364            | 358                       | 98.35   | 1                        | 0.27    | 2              | 0.55    | 3                | 0.82    | 364                      | 100.0   | 0                          | 0.0     |

- 9) More than one filter can be selected for an audit report. A report can be generated by selecting multiple filters and the results will display.

**Audit Type :** School   
**Year :** 2018-19   
**Group By :** Organization  Public/Private  Grade   
**Filter :**   4

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| State | County   | Organization                      | Grade    | Year | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |     |
|-------|----------|-----------------------------------|----------|------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|-----|
| Name  | Name     | Name                              | District |      | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |     |
| IA    | Plymouth | Akron Westfield Elementary School | 0063     | 4    | 2018           | 48                        | 48      | 100.0                    | 0       | 0.0            | 0       | 0.0              | 0       | 0.0                      | 48      | 100.0                      | 0       | 0.0 |
| IA    | Plymouth | Clark Elementary School           | 3600     | 4    | 2018           | 53                        | 51      | 96.23                    | 1       | 1.89           | 1       | 1.89             | 0       | 0.0                      | 53      | 100.0                      | 0       | 0.0 |

10) The results of the report can also be exported in a PDF or Excel spreadsheet by selecting on the appropriate link.

What would you like to do with this report?

[Display as a PDF](#)
[Export as a Spreadsheet](#)

| State | County   | Organization                      | Grade    | Year | Total Enrolled | Immunization Certificates |         | Provisional Certificates |         | Medical Exempt |         | Religious Exempt |         | Total Valid Certificates |         | Invalid or No Certificates |         |     |
|-------|----------|-----------------------------------|----------|------|----------------|---------------------------|---------|--------------------------|---------|----------------|---------|------------------|---------|--------------------------|---------|----------------------------|---------|-----|
| Name  | Name     | Name                              | District |      | Total          | Total                     | Percent | Total                    | Percent | Total          | Percent | Total            | Percent | Total                    | Percent | Total                      | Percent |     |
| IA    | Plymouth | Akron Westfield Elementary School | 0063     | 4    | 2018           | 48                        | 48      | 100.0                    | 0       | 0.0            | 0       | 0.0              | 0       | 0.0                      | 48      | 100.0                      | 0       | 0.0 |
| IA    | Plymouth | Clark Elementary School           | 3600     | 4    | 2018           | 53                        | 51      | 96.23                    | 1       | 1.89           | 1       | 1.89             | 0       | 0.0                      | 53      | 100.0                      | 0       | 0.0 |

## Summary by County Report

1) To generate a summary county report in IRIS, select the 'summary-county' link under the School Audits section.

**School Audits**

- school audit
- child care audit
- audit lists
- summary - county
- audit report

2) To generate the county child care summary, select the county from the dropdown menu and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.

County:

| Year Audit | Total Enrollment |         | Immunization Certificates |         | Provisionals |         | Medical Exemption |         | Religious Exemption |         | Total with Valid Certificates |         | Invalid or No Certificates |         |
|------------|------------------|---------|---------------------------|---------|--------------|---------|-------------------|---------|---------------------|---------|-------------------------------|---------|----------------------------|---------|
|            | Number           | Percent | Number                    | Percent | Number       | Percent | Number            | Percent | Number              | Percent | Number                        | Percent | Number                     | Percent |
|            |                  |         |                           |         |              |         |                   |         |                     |         |                               |         |                            |         |

3) A summary of child care audits in the county will display.

County:

| Year Audit | Total Enrollment |         | Immunization Certificates |         | Provisionals |         | Medical Exemption |         | Religious Exemption |         | Total with Valid Certificates |         | Invalid or No Certificates |         |
|------------|------------------|---------|---------------------------|---------|--------------|---------|-------------------|---------|---------------------|---------|-------------------------------|---------|----------------------------|---------|
|            | Number           | Percent | Number                    | Percent | Number       | Percent | Number            | Percent | Number              | Percent | Number                        | Percent | Number                     | Percent |
| 2018-19    | 852              |         | 800                       | 93.9    | 4            | 0.47    | 0                 | 0.0     | 12                  | 1.41    | 816                           | 95.77   | 36                         | 4.23    |
| 2017-18    | 822              |         | 786                       | 95.62   | 4            | 0.49    | 0                 | 0.0     | 5                   | 0.61    | 795                           | 96.72   | 27                         | 3.28    |

- 4) To generate the Kindergarten through 12<sup>th</sup> Grade summary, select the county and school district from the dropdown menus and select Submit. Please note only counties the provider has completed audits for will display from the dropdown menu.

Kindergarten through 12th Grade  
Immunization Audits

School County:  School District:

| Year Audit | Total Enrollment |         | Immunization Certificates |         | Provisionals |         | Medical Exemption |         | Religious Exemption |         | Total with Valid Certificates |         | Invalid or No Certificates |         |
|------------|------------------|---------|---------------------------|---------|--------------|---------|-------------------|---------|---------------------|---------|-------------------------------|---------|----------------------------|---------|
|            | Number           | Percent | Number                    | Percent | Number       | Percent | Number            | Percent | Number              | Percent | Number                        | Percent | Number                     | Percent |
|            |                  |         |                           |         |              |         |                   |         |                     |         |                               |         |                            |         |

- 5) A summary of students Kindergarten through 12<sup>th</sup> Grade will display.

Kindergarten through 12th Grade  
Immunization Audits

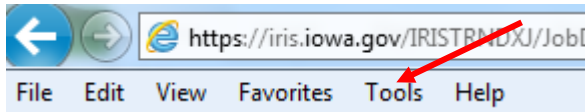
School County:  School District:

| Year Audit | Total Enrollment |         | Immunization Certificates |         | Provisionals |         | Medical Exemption |         | Religious Exemption |         | Total with Valid Certificates |         | Invalid or No Certificates |         |
|------------|------------------|---------|---------------------------|---------|--------------|---------|-------------------|---------|---------------------|---------|-------------------------------|---------|----------------------------|---------|
|            | Number           | Percent | Number                    | Percent | Number       | Percent | Number            | Percent | Number              | Percent | Number                        | Percent | Number                     | Percent |
| 2018-19    | 724              |         | 719                       | 99.31   | 1            | 0.14    | 0                 | 0.0     | 4                   | 0.55    | 724                           | 100.0   | 0                          | 0.0     |
| 2017-18    | 745              |         | 738                       | 99.06   | 1            | 0.13    | 1                 | 0.13    | 5                   | 0.67    | 745                           | 100.0   | 0                          | 0.0     |

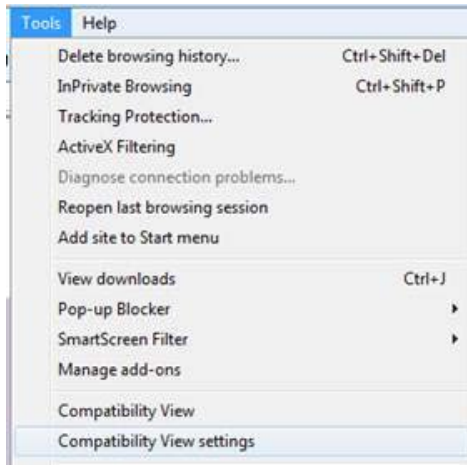
## Troubleshooting the School Audit Report

To view the school audit reports, Internet Explorer must be compatible with IRIS. Follow these steps to put Internet Explorer in compatibility mode:

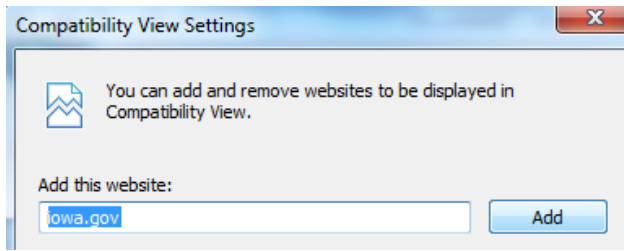
- 1) Select the 'Tools' option from the Menu Bar on the browser, found below the web address:



- 2) From the 'Tools' dropdown menu, select the 'Compatibility View Settings' option:



- 3) A new window opens, and 'iowa.gov' appears in the 'Add this website' field automatically. Select the 'Add' button:



- 4) 'Iowa.gov' appears in the 'Websites you've added to Compatibility View' box. Select 'Close'.

