In the School Reports menu select 'Patient Detail Report'

Select the 'All Students' then If you want change the grades on the report from the default of all grades click the 'Select' button under grades. Click the arrow under Select to run the report.

The report will open on a new tab or window. Use control+a (or apple key+a) to highlight the text on the report. Use control+c (or apple key+c) to copy the highlighted text.

Covid vaccines key:
- Pfizer - COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose
- Moderna – COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose
- Janssen (J&J) - COVID-19 vaccine, vector-nr, rS-Ad26, PF, 0.5 mL
- Pfizer Peds - COVID-19, mRNA, LNP-S, PF, 10 mcg/0.2 mL dose, tris-sucrose

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Open a new blank Excel spreadsheet. Click in cell A1 then then Paste the data you copied from the report.
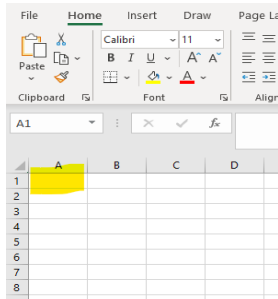
The select and delete rows 1 through 2. Highlight the rows, right click and select 'delete'.

Click on the grey arrow above row 1 to select the whole sheet.

While the sheet is highlighted click the Sort/Filter icon and select 'Filter'
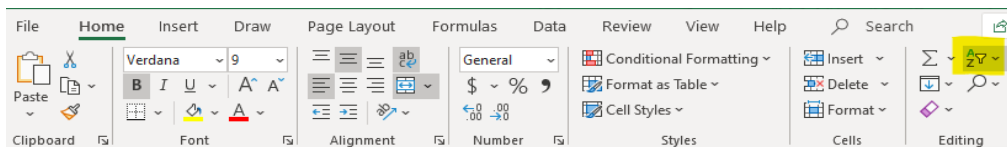
This will add sort/filter arrows to each column.
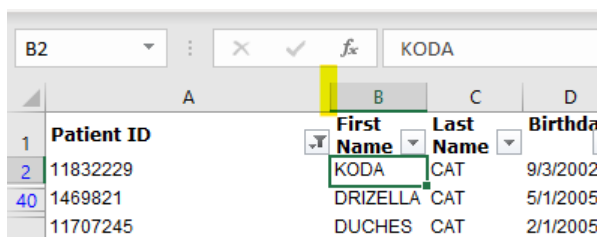
Click the arrow on Column A which opens a small window. Scroll down the list bellow the SIIS ID#s to the vaccines. Uncheck all vaccine except the COVID-19 vaccines. Also uncheck Patient ID and (blanks).
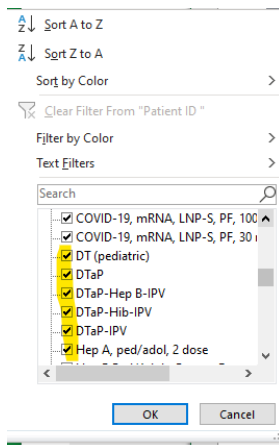
The sheet will now show only COVID-19 vaccines and their administration date in the rows under the student's name. Here you see 'Fraidy Cat' and 'Prairie Cat' have doses of COVID-19 vaccine.

You can widen a column by clicking between the column names and dragging your mouse.

To keep the header row 1 always in view, go to the View tab and select 'Freeze Top Row'.