



How to Print an Official School Certificate for School Entry and an Immunization Record in KYIR

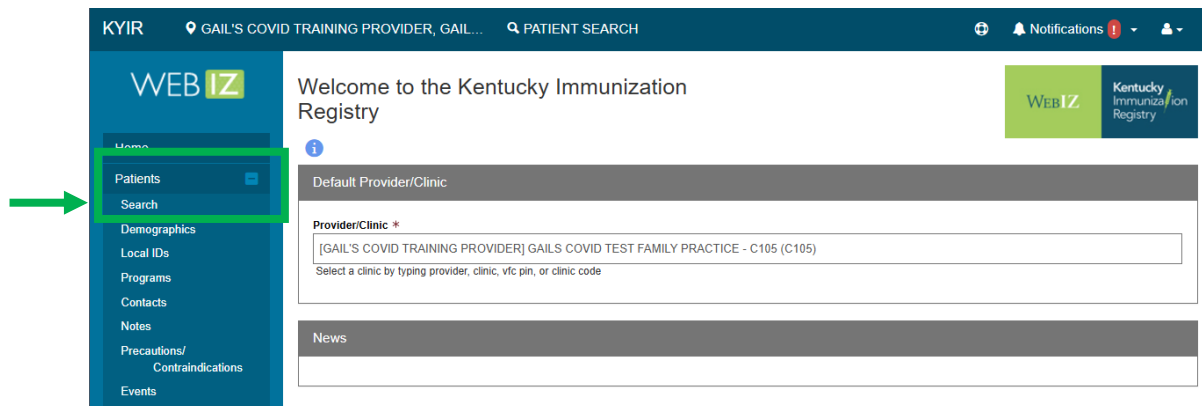
This quick guide demonstrates how to print out the official school certificate for school entry, the COVID19 vaccination record, and immunization record in Kentucky Immunization Registry (KYIR).

Official School Certificates: This document is intended only for children 18 years of age and younger who are attending a daycare, a preschool program, or a public/private primary or secondary school. Certificates will not include COVID-19 immunizations.

COVID-19 Vaccination Record: This document only includes COVID-19 immunization information.

Immunization Record: This document is a complete immunization record that may be used for all ages to keep a record of immunization status. It cannot be used in place of an official immunization certificate for school entry.

Step 1: From the KYIR home page, double check that the Default Provider/Clinic is set to the clinic you are working with. Click **Patients** from the left side panel and then **Search** to bring you to the patient search page.



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Our Vision: Healthier People, Healthier Communities.

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Kentucky Public Health
Prevent. Promote. Protect.

Step 2: On the patient search page, type in the first two letters of the last name, first two letters of the first name, and the patients birth date that you are adding an immunization for. Click **Search**. Patients matching that criteria will populate below.

KYIR GAIL'S COVID TRAINING PROVIDER, GAIL... PATIENT SEARCH Notifications

WEB IZ

Home Patients Search Demographics Local IDs Programs Contacts Notes Precautions/Contraindications Events Duplicates Immunizations Education IZ Quick Add Inventory Clinic Tools Program Tools Hepatitis B Reports/Training VTrackS Interface CVRS Administration HL7 Management

Patient Search

Patient Search

Patient ID Identifier Type Identifier Value Gender

Last Name First Name Middle Name DOB

MOUSE MICK 12/07/2020

Mother's Last Name Mother's First Name Mother's Middle Name Mother's Maiden Name

Father's Last Name Father's First Name Father's Middle Name

Tags

HEALTHCARE WORKER
FIRST RESPONDER
TEACHER
ESSENTIAL WORKER

Note: Hold the Ctrl key to select or deselect multiple items.

Search

ID	Name	Phone	Gender	DOB	Patient Icons	Audit	Actions
2535874	MOUSE, MICK JR 123 MAGICAL DR LEXINGTON, KY 40509		MALE	12/07/2020			DEMOGRAPHICS

Showing 1 to 1 of 1 entries

Previous 1 Next

Note: If not found, add patient as new. See the [Adding New Patients](#) guide in KYIR Reports/Training tab.

FORM: Freezer Temp Log Fahrenheit - Old Version
FORM: Refrigerator Temp Log Fahrenheit - Old Version
GUIDE: Adding New Patients
GUIDE: Adding Historical Records in KYIR

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Updated 2025









Note: If patient demographic is not update, see [Updating Patient's Primary Contacts](#) guide in KYIR.

[GUIDE: Immunization Entry for Non VFC/COVID Providers](#)
[GUIDE: Patient Register Report Quick Guide](#)
[GUIDE: Updating Patient's Primary Contacts](#)
[GUIDE: Updating Patient Active Inactive Status](#)
[GUIDE: Uploading Test Logs to KYIR](#)

Step 3: Patient information will populate on the screen. Once the correct patient is located, navigate to the **Actions** menu drop down arrow and select **Immunizations**.

Patient Home  Links ▾

Currently Selected Patient

ID	Name	Phone	Gender	DOB	Patient Icons	Audit	Actions
2535874	MOUSE, MICK JR 123 MAGICAL DR LEXINGTON, KY 40509		MALE	12/07/2020	 		DEMOGRAPHICS ▾ IMMUNIZATIONS CONTACTS DUPLICATES EDUCATION EVENTS LOCAL IDS NOTES PRECAUTIONS / CONTRAINDICATIONS PROGRAMS

Step 4: From the patients Immunizations page, click on the Links drop down in the top right-hand corner. Select any of following: **Official School Certificate**, **COVID-19 Vaccination Record**, and/or **Immunization Record**.

Note: Ensure your browser's pop-up blocker is turned off for the Certificate/Immunization Record to generate the PDF file to print.

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Immunizations Home

Links

Select Action

Official School Certificate

Vaccine Documentation/Consent Form


COVID-19 Vaccination Record


ACIP Adult Immunization Schedule

ACIP Child and Adolescent Birth Through 18 Years Immunization Schedule

Immunization Record

Patient Info



 Precautions / Contraindications ARE specified

DOB

12/07/2020

Age

4 YEARS 5 MONTH

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