

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




Immunization Branch
Kentucky Immunization Registry

April 17, 2025



Introduction

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

-  **Official Immunization 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.

The screenshot shows the KYIR web application interface. The top navigation bar includes the KYIR logo, a location indicator for 'GAIL'S COVID TRAINING PROVIDER, GAIL...', and a 'PATIENT SEARCH' button. On the left is a vertical sidebar menu with the 'WEB IZ' logo at the top. The menu items are: Home, Patients (highlighted with a green arrow), Search, Demographics, Local IDs, Programs, Contacts, Notes, Precautions/Contraindications, Events, Duplicates, Immunizations, Education, IZ Quick Add, Inventory, and Clinic Tools. The main content area on the right is titled 'Welcome to the Kentucky Immunization Registry'. It features a 'Default Provider/Clinic' section with a dropdown menu currently displaying '[GAIL'S COVID TRAINING PROVIDER] GAILS COVID TEST FAMILY PRACTICE - C105 (C105)'. Below the dropdown is a note: 'Select a clinic by typing provider, clinic, vfc pin, or clinic code'. At the bottom of the main area is a 'News' section.

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

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.

Q 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

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 ▾

- DEMOGRAPHICS
- IMMUNIZATIONS
- CONTACTS
- DUPLICATES
- EDUCATION
- EVENTS
- LOCAL IDS
- NOTES
- PRECAUTIONS / CONTRAINDICATIONS
- PROGRAMS

Step 4



From the patients Immunizations page → in the Links drop down in the top right-hand corner, select from the following options:

- Official Immunization Certificate
- COVID-19 Vaccination Record
- Immunization Record

MOUSE, MICK ID: 2535874 | DOB: 12/07/2020 | AGE: 4Y 2M 10D | GENDER: M | GENERATION: JR

Immunizations Home [Learn More](#)

[Links](#) [Select Action](#)

- Official Immunization Certificate
- Vaccine Documentation/Consent Form
- COVID-19 Vaccination Record
- Patient Events
- ACIP Adult Immunization Schedule
- ACIP Child and Adolescent Birth Through 18 Years Immunization Schedule
- Edit Vaccine Defaults
- Immunization Record

View

[+](#) Precautions

DOB: 12/07/2020 Age: 4Y

Reminders



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



Official Immunization Certificates: are 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 vaccinations.




COVID-19 Vaccination Record: COVID-19 specific vaccination record details.



Immunization Record: Complete immunization record used for all ages to document and track vaccination status. Cannot be used in place of an official certificate for school-age children.

Immunization Record



**Kentucky
Immunization
Registry**

❗ = Invalid Dose, minimum age/interval not met. ❌ = Dose determined invalid by provider.

Immunization Record

Kentucky Immunization Registry

Retain this document as proof of immunization.

For appointment or information, contact your local county health department or your physician's office.

A vaccination health record helps you and your healthcare provider keep your/your child's vaccinations on schedule. If you move or change providers, having an accurate record might prevent your/your child from repeating vaccinations you have already had. A shot record should be started when you receive your first vaccination and updated with each vaccination visit. Bring this record to every visit.

If you have questions or need to know where you can get immunizations, call the Kentucky HELP Line at 1-502-564-4478.

Kentucky Cabinet for Health and Family Services
275 E. Main St. HSCS-B
Frankfort, KY 40621

Present this record at each medical visit.

Name	SCOOPY D DOO (2534827)	Date of Birth:	01/02/2000
Precautions - Contraindications:			
Vaccine Reactions:			
Comments			
Date	Note		
Vaccines Refused			
Date	Note		

Vaccine	Date Given	Doctor or Clinic	Date Next Due MM/DD/YYYY
Other			
1			
2			
3			
4			
5			
6			

Vaccine	Date Given	Doctor or Clinic	Date Next Due MM/DD/YYYY
DTaP / TD / Tdap			
1	DTaP-Hib	06/11/2018	PR 02/18/2025
2	DTaP (Infanrix)	08/16/2024	KAYLATEST12
3			
Polio			
1			
Hib			
1	DTP-Hib	06/11/2018	PR
2			
Pneumococcal			
1			01/02/2050
2			
Rotavirus			
1			
Hep A			
1			
Hep B			
1	Hep B, adult	06/11/2024	KAYLATEST 02/18/2025
2	Hep B, adult	12/20/2024	KAYLATEST
3			
MMR			
1	Measles	08/26/2024	KAYLATEST12 02/18/2025
2			
Varicella (CPOX)			
1	Varicella	04/28/2024	KAYLATEST
2	Varicella	06/11/2024	KAYLATEST
3			
Meningococcal			
1			
HPV			
1			02/18/2025
2			
COVID-19			
1	COVID-19 (PFR) 12+ yrs	08/28/2024	KAYLATEST
2	COVID-19 (PFR) 12+ yrs	04/26/2024	KAYLATEST
3			
Influenza			
1	u Quad Recomb IM P-Fri	08/16/2024	KAYLATEST12
2	Influenza, Seasonal	08/14/2024	KAYLATEST12
3	Fluzone High-Dose Quad	06/23/2023	KAYLATEST12
4			
Travel			
1			

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Thank you.

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KYIR Training Development Specialist



Kentucky Public Health
Prevent. Promote. Protect.



TEAM 
KENTUCKY[®]
CABINET FOR HEALTH
AND FAMILY SERVICES