

Monitoring Reports – School Immunization Compliance Report

This job aid describes the availability of the Immunization Compliance Report as one of the Focus Monitoring Reports, how to access it, and the key features of the reports.

The Monitoring Reports are available for Local District and School users to support school immunization compliance.

Access the Report

To access the Monitoring Reports, follow the steps below.

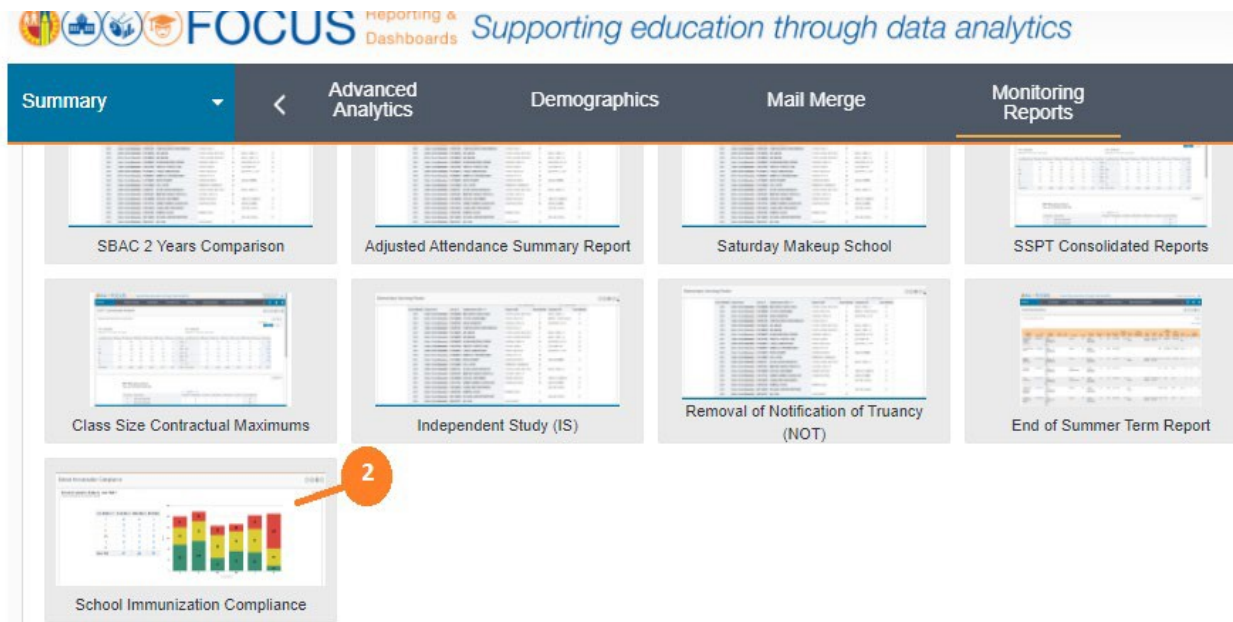
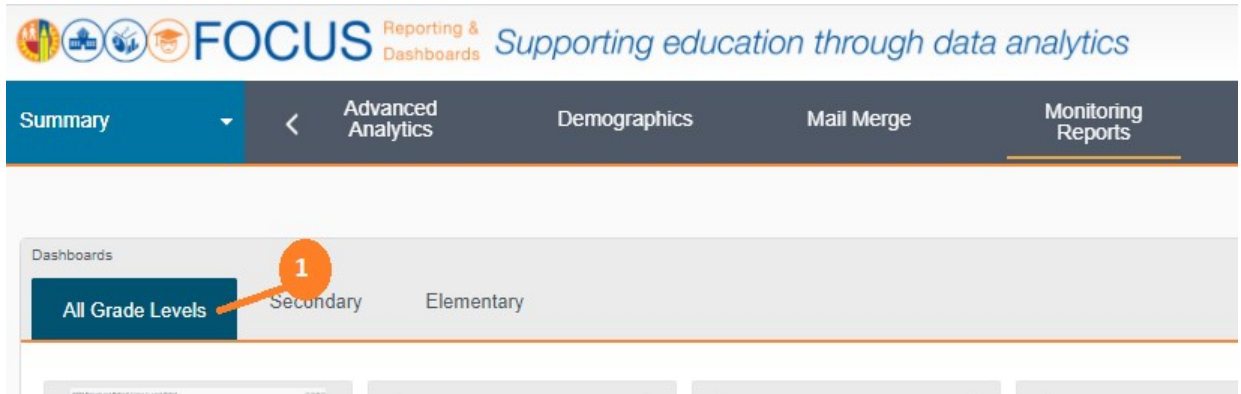
Note: You must be logged into Focus at <https://focus.lausd.net> using your SSO Username and Password.

1. On the Focus Welcome Page, click **Summary** and then click **Monitoring Reports**.



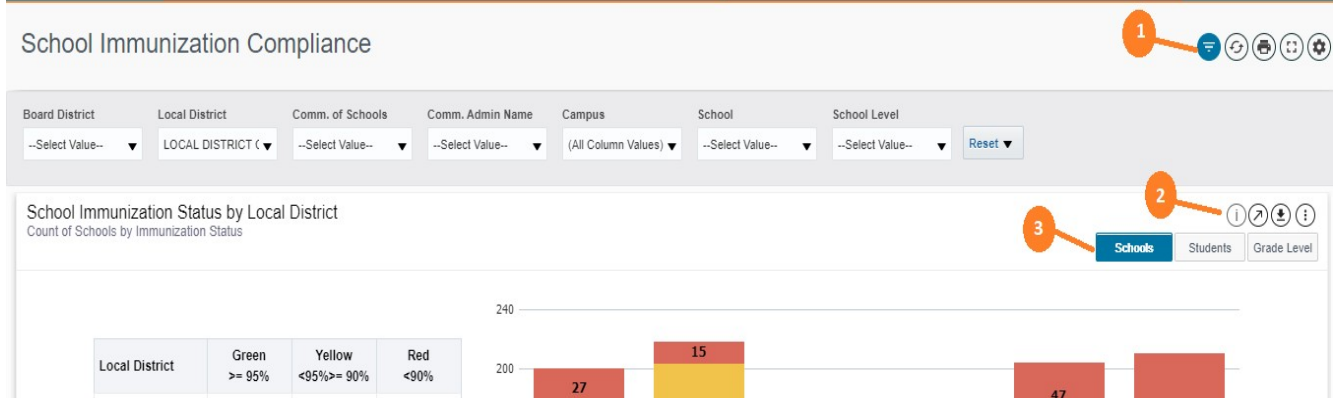
The screenshot displays the Focus Reporting & Dashboards interface. At the top, the header includes the FOCUS logo and the tagline "Supporting education through data analytics". Below the header is a "School Safety" banner with a "STOP" sign and a group of students. The main content area is divided into three sections: "Welcome Message", "What's New?", and "Job Aids & Videos". The "Job Aids & Videos" section contains a "Quick Start Guide to Focus" with a red circle and arrow labeled "1" pointing to the guide. Below this is the "Analytic Areas" section, which contains a horizontal carousel of report categories: "Demographics", "Mail Merge", "Monitoring Reports", and "Summer School Reports". The "Monitoring Reports" category is highlighted with a red circle and arrow labeled "2". At the bottom right of the interface, there is a navigation bar with icons for "Instruction", "Operations", "Summary", and other functions. The "Summary" icon is highlighted with a red circle and arrow labeled "1".

- On the Monitoring Reports Subject Page, click **All Grade Levels**. Then, (2) Click the image **School Immunization Compliance** to open it.



Key Features of Monitoring Report: School Immunization Compliance

All Monitoring Reports contain a standard set of features. Refer to the image below and corresponding descriptions to get familiar with this report.



- | # | Description |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Click the Filter icon in the dashboard toolbar to use filters (dependent on access) (1) Board District (2) Local District (3) Comm of Schools (4) Comm Admin Name (5) Campus (6) School (7) School (8) School Level |
| 2 | Click the icons in the component toolbar to perform the following actions: <ul style="list-style-type: none"> • Info – View a reminder of the report purpose. • Maximize – View the report in full screen mode. (Click Minimize to go back.) • Export – Export to Excel, CSV, PDF, or another format. (See below) • Print – Produce a Printable PDF. |
| 3 | The buttons School , Student and Grade Level allow for different available report views depending on access. |
| 4 | Downloading the report in different formats, Excel, CSV etc. |

