Skyward – Printing a Vaccination Record

1. Click on the Office Tab, and under Health Records click on Student Profile.

2. Navigate to the student you want to print the vaccination record for.

3. Click on Vaccinations on the profile list on the left side of the screen.

4. When the Vaccination screen opens, click on the Quick Print button.

5. In the Quick Print box, select the Vaccination Report and in the Template field, click on the drop down arrow and select Vaccination Report. Then click Run.