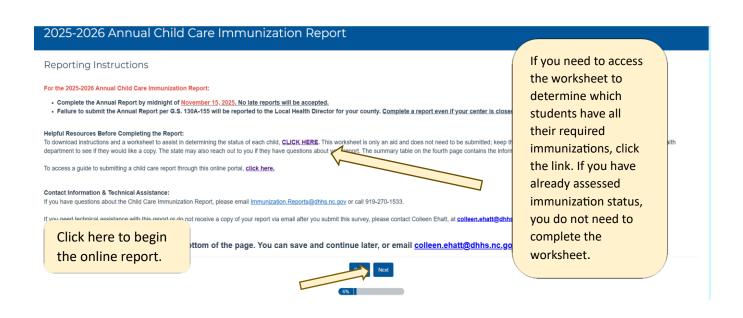
Child Care Immunization Report – Electronic Report Guide

Using the link in the Annual Child Care Reporting Memo will open this landing page for the online reporting portal. Here you can access the worksheet if you need to determine the immunization status of any children.

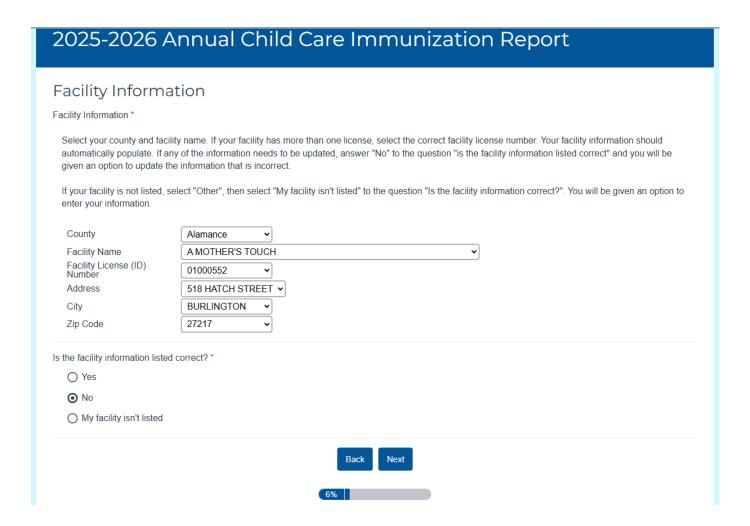
Once you are ready to begin the report, click the blue "Next" button at the bottom of the page.



2025-2026 Annual Child Care Immunization Report Facility Information Facility Information * Select your county and facility name. If your facility has more than one license, select the correct facility license number. Your facility information should automatically populate. If any of the information needs to be updated, answer "No" to the question "is the facility information listed correct" and you will be given an option to update the information that is incorrect. If your facility is not listed, select "Other", then select "My facility isn't listed" to the question "Is the facility information correct?". You will be given an option to enter your information. County Alamance **Facility Name** ALEXANDER WILSON ELEMENTARY PRE-K Facility License (ID) 01000429 Number Address 2518 NC 54 **GRAHAM** City Zip Code 27253 Is the facility information listed correct? * Yes O No O My facility isn't listed Next Back

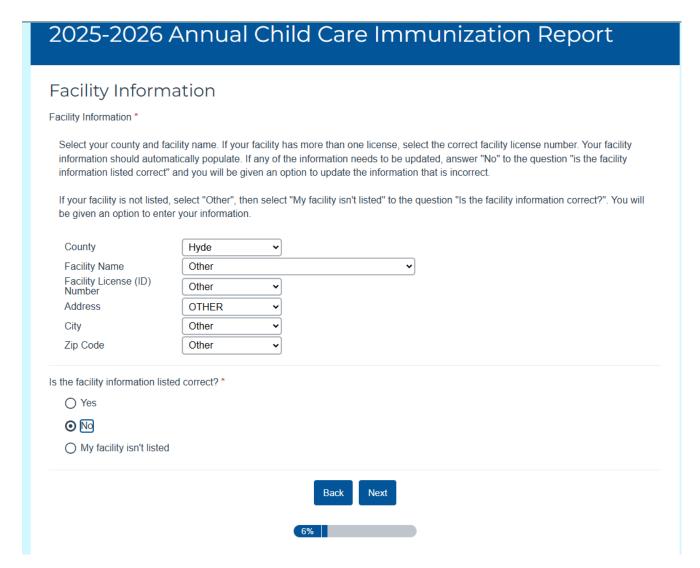
Select your county, facility name, and license number if there is more than one facility with the same name. Your information should fill automatically. If the information listed is correct, select "yes" and click "Next".

If your facility information is incorrect:



Select "No" and click "Next", you will be brought to a page where you can enter in the correct information.

If your facility is not listed:



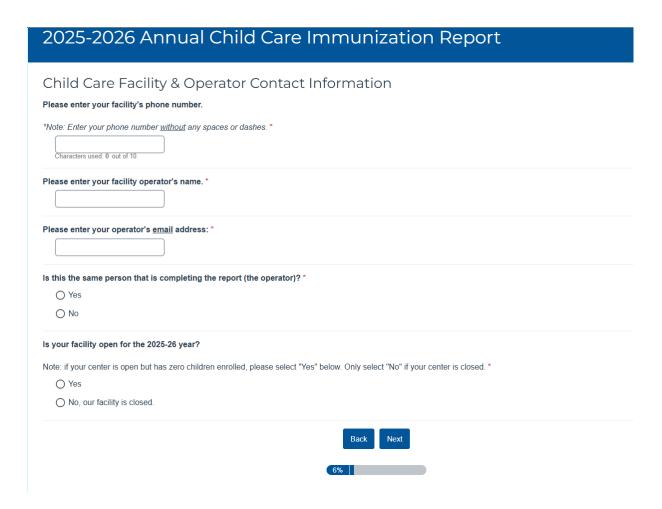
If your facility isn't listed under the County it is located in, select "Other", then select "No" when asked if facility information is correct. You will be brought to a page to add in your information manually.

Adding in facility information manually:

Incorrect Facility Information You indicated the facility information listed was incorrect. Please enter the correct information for any fields that need to be updated. County Facility Name Click here if you need to search for your facility ID. Facility License Number If you need help finding your facility license number, you can look it up here Facility Address Facility City

Enter your county, facility name, license number, and other information. If you do not know your facility license number you can look it up by using DCDEE childcare search. If you still cannot locate your license number, enter 0000000.

Inputting facility information:



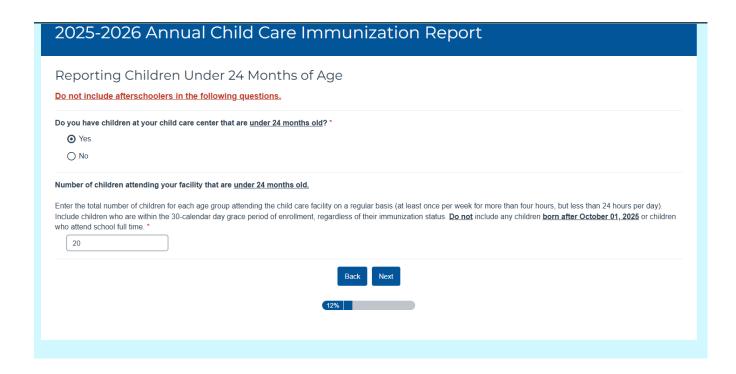
Input your facility contact information on this page. If your facility is closed, select "No, our facility is closed" and then select "Next". This will end the report for you.

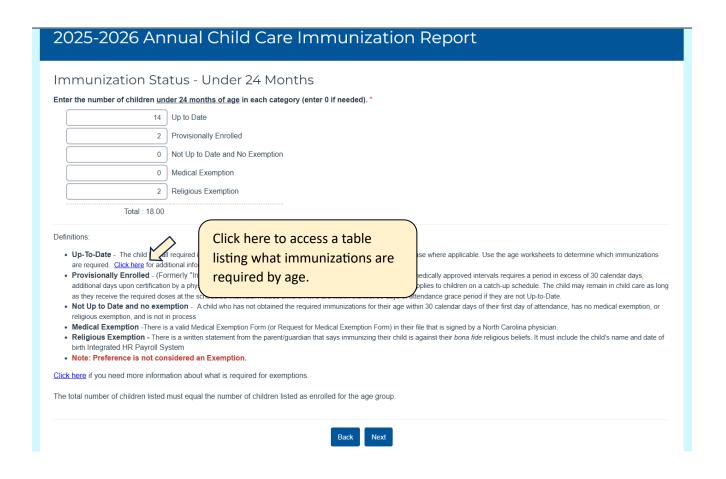
If your facility is open for the 2025-26 year, click "Yes", then click "Next" to continue the report.

Input information for children under 24 months



If you have children under two years of age, select "Yes" and then enter the number of children attending under 2 years and click "Next".



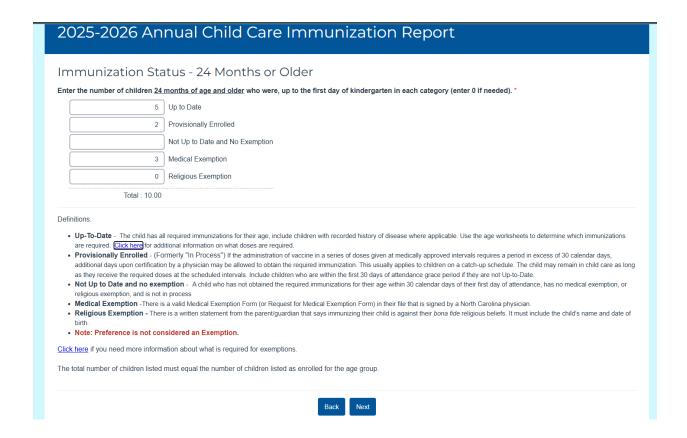


Enter the immunization status of children under 24 months of age. This should match the information from the first line of the summary table on the age worksheets. The number of children listed must equal the number of children listed as attending under 24 months of age. Click "Next" to continue.

Input information for children 24 months or older

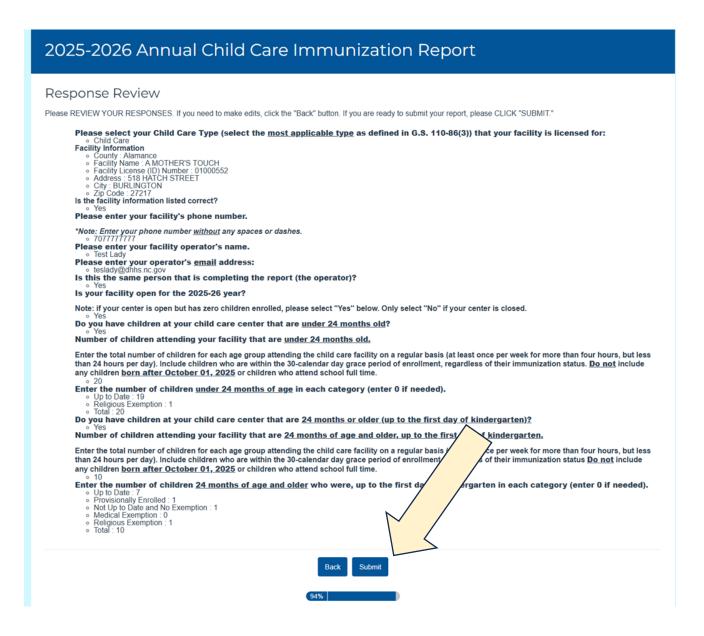


Select yes if you have children attending you are 24 months old or older, and then enter the number of children 24 months of age or older who attend your facility. Click "Next" to continue.

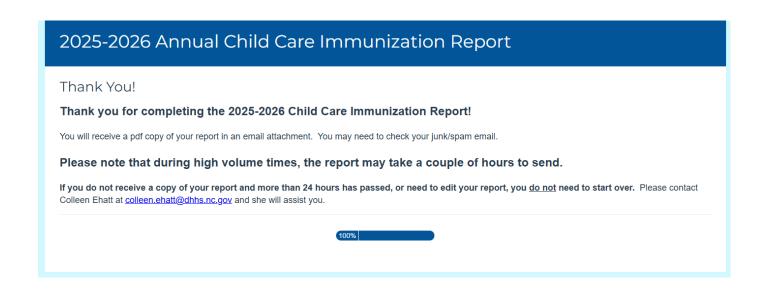


Enter the immunization status of children 24 months of age or older who attend your facility. This should match the information from the second line of the summary table on the age worksheets. The number listed must equal the number of students you entered in the previous question as being 24 months of age or older. Click "Next"

Review your answers and submit



Review the information you have entered. If you need to make any changes, click the "Back" button on the survey. Do not click back on your browser, as this may erase the information you have entered. If the information listed is correct, click "Submit".



You have now completed your annual child care immunization report.