

## Frequently Asked Questions about Preschool Immunization Report

### *What if I only have 10 or less children enrolled?*

You are still required to return the report if you are licensed for 10 children. All you need to do is check the box that states you have less than 10 preschool age children enrolled. Complete the demographic information and then sign and date the form. However, if you are trying to submit a less than 10 report online, you are still required to fill out the number of the children enrolled.

### *How do I find my DVN Number?*

It appears on your license. It is a 9-digit number starting with two or three zeros (example 000123251). If you are an exempt school, then you will report using the 6-digit school code.

### *What does it mean if I hit submit and did not get a confirmation?*

Once "Submit" is selected, you should get a "Thank You!" screen indicating the report was successfully submitted. If you did not receive this confirmation, recheck that all of the required fields were completed. All required fields must be completed in order for your report to be accepted. **The required fields are:**

- Facility Name - Address - City - State - Zip
- County - DVN - Phone - Number Enrolled for all age groups
- Prepared by (at bottom of form) - Date (at bottom of form)

### *Other ways to submit your report:*

**Users must use Internet Explorer to submit form online.** Reports may also be submitted via email, fax or mail.

Emails may be sent to [ChildCareImmunizationReporting@health.mo.gov](mailto:ChildCareImmunizationReporting@health.mo.gov), Fax to (573) 526-0238, or mail to:

Missouri Department of Health and Senior Services Bureau of Immunizations  
P.O. Box 570  
Jefferson City, MO 65102-0570.

### *How do I know my report was received?*

If you mailed the report, it may take several days for us to receive it and enter it into our system. If you faxed it or submitted it online, we cannot confirm we received it until the next business day."