
This guide provides quick tips on how to report daily counts of COVID-19 cases at schools to the Ottawa County Department of Public Health. Schools will report total enrollment and total cases in students and staff daily. If no new cases were reported in a day, you do not need to complete this report for that day. See the Managing Communicable Diseases in Schools document for more information on disease control and reporting.

How to Report COVID-19 Case Counts Daily:

1. Open your browser and go to https://www.miottawa.org/CDReporting/
2. Select the Report Daily COVID-19 Cases button. The form below will be launched:

   1. Enter password provided to your school contact
   2. Click ‘Next’ to proceed with reporting
School and Childcare Aggregate COVID-19 Reporting

All questions below have red asterisks which indicate that the information is required to complete the report. The number of students and staff at a school is important for statistical purposes to calculate the percent of staff and students affected by COVID-19.

1. Select your school district: *
   - Allendale Public Schools
   - Charter Schools
   - Coopersville Public Schools
   - Grand Haven Public Schools
   - Holland Public Schools
   - Hudsonville Public Schools
   - Jenison Public Schools
   - Ottawa Area ISD
   - Private Schools
   - Spring Lake Public Schools
   - West Ottawa Public Schools
   - Zeeland Public Schools
   - Childcare

3. Select your school district
   AND

4. Click ‘Next’
School and Childcare Aggregate COVID-19 Reporting

2. Select your school or childcare: *
   - [ ] School A
   - [ ] School B
   - [ ] School C
   - [ ] School D
   - [ ] School E
   - [ ] School F
   - [ ] School G
   - [ ] School H
   - [ ] School I
   - [ ] School J
   - [ ] School K
   - [ ] School L
   - [ ] School M
   - [ ] School N
   - [ ] School O
   - [ ] School P
   - [ ] School Q
   - [ ] School R
   - [ ] School S
   - [ ] School T
   - [ ] School U
   - [ ] School V
   - [ ] School W
   - [ ] School X
   - [ ] School Y
   - [ ] School Z
   - [ ] Other

5. Select your school or childcare facility name

3. What is the date these cases were reported to you (may be different than the date reported to Public Health)? *

4. Total number of students enrolled at this school or childcare. *

5. Total number of staff at this school or childcare. *

When reporting COVID-19 cases please report only new cases that have not been previously reported. Do not report case numbers as running totals through the year.

6. Number of student COVID-19 cases at this school or childcare. *

7. Number of staff COVID-19 cases at this school or childcare. *

8. What is your email address? *

6. Enter the requested data in the fields/boxes indicated

7. Click ‘Next’
Once you click on ‘Submit’, the following page will appear, to confirm your report:

8. Click ‘Submit’ to finish reporting.

To report COVID-19 outbreaks or suspected outbreaks in schools, please call 616-396-5266 and ask for a communicable disease nurse, or email communicable.disease.tb@miottawa.org.

For help troubleshooting issues, please call 616-396-5266 or email ph.clinic.clerical@miottawa.org. Please allow 24-48 hours for response.