



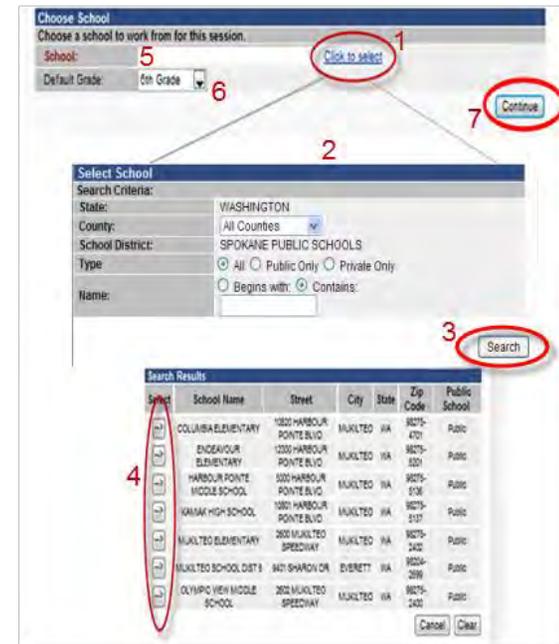
School Module Quick Reference Guide

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Select your School

1. Click on the words **Click to Select**.
2. The select school window opens.
3. Type the school name or click the **Search** button to see a list of all schools in the district.
4. From the list, click on the arrow to the left to select your school.
5. Your school name shows in the School field.
6. Ignore the Default Grade.
7. Click the **Continue** button.



Search for a Student

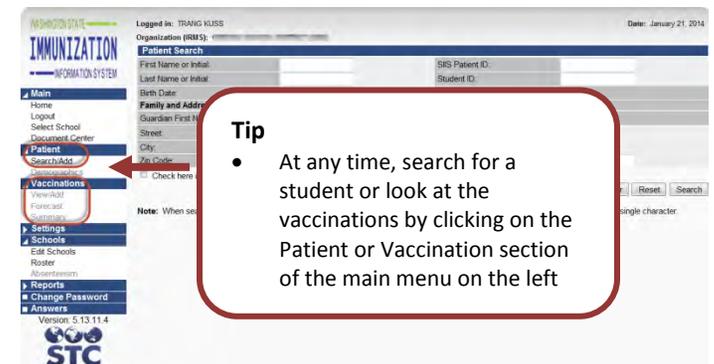
1. Click **Search/Add** under the Patient section of the main menu on the left.
2. Enter the student's name and birth date, or the OSPI state student ID.
3. Enter the birth date as a string of numbers; for example, May 8, 2005 = 050805 or 05082005.
4. Click **Search**.
5. Select the correct student name by clicking once on the name.

Search tips:

- First name, last name, DOB
- First and last name, no DOB
- Guardian name, phone number or address

Add a Student

1. Click **Search/Add** under the Patient section of the main menu on the left.
2. Enter the student's name and birth date.
3. Check the box **Check here if adding a new patient**. Enter all required fields in red.
4. Click **Search**. Under Patient Search Results, click **Add Patient**.



Edit Student's Demographic Info and Attach Student with School

1. Click **Search/Add** under the Patient section of the main menu on the left.
2. Search for a student.
3. When the student appears in the Search Results, select the correct student.
4. After selecting a student, you will be sent to the Patient Detail page.
5. Make sure the correct school name appears. Pick the appropriate **Grade Level**.
6. Click **Include on Reports**.
7. Click on **Edit**.
8. Edit demographic information.
9. Click **Save**.
10. Enter the **Student ID** and **School Entry Date**.
5. Click **Save**.
6. Click **Update** to save changes.

Patient Detail

First Name:	MAKADIS
Middle Name:	BASHIR
Last Name:	ABDI
Guardian Name:	SAMATAH
Street:	1752 N 62ND AVE
City:	SEATTLE
County:	KING
State:	WASHINGTON
Zip Code:	98107
Home Phone:	(206)643-8063
Cell Phone:	
Inactive:	
Birth Date:	08/14/2008
Multiple Birth:	1 of 1
Student ID:	

School Reporting

School: P C JANTZ ELEMENTARY
 Grade Level: Kindergarten

Include on Reports:

Buttons: Cancel, Edit, Update

Tip: make sure this box is checked so student is included on all reports

Tip: always remember to hit Update to save your work!

Tip:

- When adding a new student, must enter sex and add family and contact info before the system allows you to save

Patient Demographics Edit

Patient

First Name: [blurred]
 Middle Name: [blurred]
 Last Name: [blurred]
 Suffix: --none--
 Birth Date: 01/01/2008
 Birth File #: [blurred]
 Sex: FEMALE
 Student ID: [red circle]
 Multiple Birth: --select-- of --select--
 Inactive: --select--
 Cell Phone: [blurred]

Address

Address 1: [blurred]
 Address 2: [blurred]
 Country: United States
 County/Parish: --select--
 City: [blurred]
 State: --select--
 Zip Code: [blurred]
 Phone: [blurred]
 Email: [blurred]

+ Family & Contact

+ Alias

- School

School: GARDEN HEIGHTS ELEMENTARY
 School Entry Date: [blurred]

Buttons: Cancel, Save

OSPI Student ID

The school name auto fills if you selected a school after login

Look at Students in the Roster

- 1) Click on **Roster** under the Schools section of the main menu on the left.
- 2) Select a **Grade** to limit roster.
- 3) Select a **Series**.
- 4) Click **View Roster**.

Add New Students to the Roster

1. Add a new student on the Roster page or click **Search/Add** under the Patient section of the main menu on the left.
2. Enter the student's name and birth date.
3. Click **Search**.
4. If not in the system, add student.
5. On the Patient Detail page, click on **Include on Reports**.
6. Click on **Edit**.
7. On the Patient Demographics page, the school name should already be there. Add the **School Entry Date**.

The student ID search option is not available when searching a student from the roster page

Move Students Up or Down a Grade

1. Go to the Roster page.
2. Select a grade.
3. Select a Series.
4. If moving one student up or down a grade, select a grade from the dropdown under the **Move To?** column.
5. Click **Save Roster Updates**.
6. Select **Cancel** to get out of the Roster page.

Last Name	First Name	Birthday	SIIS Patient ID	Status	Grade	Move To?	Remove?
ABBAS	ALYA	02/15/2007	5001194	Past Due	1st Grade	--select--	<input type="checkbox"/>
ABDI	SALIM	01/01/2002	4015444	Past Due	5th Grade	--select--	<input type="checkbox"/>
ABRAHAMSON	IZABELLA	02/15/2002	2566320	Past Due	6th Grade	--select--	<input type="checkbox"/>
ACOSTA-RIVERA	ANGEL	01/01/2007	4949106	Up to Date	Kindergarten	--select--	<input type="checkbox"/>
ADAMS	MIYA	08/14/2002	2902005	Past Due	6th Grade	--select--	<input type="checkbox"/>
ALCARAZ	ASHLEY	05/09/2003	1857720	Past Due	Kindergarten	--select--	<input type="checkbox"/>
ANDERSON	CAMILLE	05/09/2001	2516021	Past Due	6th Grade	--select--	<input type="checkbox"/>
ANDREW	ELEANOR	06/23/2008	5260010	Past Due	Kindergarten	--select--	<input type="checkbox"/>
ANDREWS	TAIRER	06/23/2002	2578653	Past Due	5th Grade	--select--	<input type="checkbox"/>
ANTUNEZ	ALEXIS	04/17/2008	5051455	Past Due	Kindergarten	--select--	<input type="checkbox"/>
ARMBRUST	CADEN	04/17/2008	5051973	Past Due	Use for K Roundup only before K starts in fall	--select--	<input type="checkbox"/>
ARMSTRONG	CASSIDY	05/09/2002	2570683	Past Due	5th Grade	--select--	<input type="checkbox"/>
BAKER	ALLYSON	05/09/2007	5063024	Past Due	Kindergarten	--select--	<input type="checkbox"/>
BALL	DELANEY	01/01/2008	5502501	Past Due	Kindergarten	--select--	<input type="checkbox"/>
BARGER	JAKE	01/01/2005	4041018	Past Due	2nd Grade	--select--	<input type="checkbox"/>
BEAL	GRAYSON	08/14/2007	5162660	Due Now	Kindergarten	--select--	<input type="checkbox"/>
BENNETT	NICOLE	02/15/2003	2611317	Past Due	4th Grade	--select--	<input type="checkbox"/>
BERG	NOAH	02/15/2008	5265235	Past Due	Kindergarten	--select--	<input type="checkbox"/>
CLARK	WARREN	06/23/2007	5477236	Due Now	Kindergarten	--select--	<input type="checkbox"/>
CONN	ETHAN	01/01/2008	5115286	Past Due	Kindergarten	--select--	<input type="checkbox"/>
DELGADO	SOPHA	06/23/2008	5107858	Past Due	4th Grade	--select--	<input type="checkbox"/>
KUSS	KATELYN	08/14/2003	907861	Up to Date	4th Grade	--select--	<input type="checkbox"/>
KUSS	KATEY	08/14/2003	5576810	Past Due	Kindergarten	--select--	<input type="checkbox"/>
SANCHEZ	JULIA	02/15/2002	2560803	Past Due	6th Grade	--select--	<input type="checkbox"/>

Tip: At the end of the year, move all students in the grade to the next grade by selecting a grade next to "Move all to".

Remember to save updates!

Remove a Student from the Roster

1. Select the check box under **Remove?** column.
2. Click **Save Roster Updates**.
3. Select **OK** on the Popup box "Are you sure you want to delete?" if you are certain.

Last Name	First Name	Birthday	SIIS Patient ID	Status	Grade	Move To?	Remove?
ACOSTA-RIVERA	ANGEL	01/01/2007	4949106	Up to Date	Kindergarten	--select--	<input checked="" type="checkbox"/>
ALCARAZ	ASHLEY	05/09/2003	1857720	Past Due	Kindergarten	--select--	<input checked="" type="checkbox"/>
ANDREW	ELEANOR	06/23/2008	5260010	Past Due	Kindergarten	--select--	<input type="checkbox"/>
ANTUNEZ	ALEXIS	04/17/2008	5051455	Past Due	Kindergarten	--select--	<input type="checkbox"/>
BAKER	ALLYSON	05/09/2007	5063024	Past Due	Kindergarten	--select--	<input type="checkbox"/>
BALL	DELANEY	01/01/2008	5502501	Past Due	Kindergarten	--select--	<input type="checkbox"/>
BEAL	GRAYSON	08/14/2007	5162660	Due Now	Kindergarten	--select--	<input type="checkbox"/>
BERG	NOAH	02/15/2008	5265235	Past Due	Kindergarten	--select--	<input type="checkbox"/>
CLARK	WARREN	06/23/2007	5477236	Due Now	Kindergarten	--select--	<input type="checkbox"/>
CONN	ETHAN	01/01/2008	5115286	Past Due	Kindergarten	--select--	<input type="checkbox"/>
KUSS	KATEY	08/14/2003	5576810	Past Due	Kindergarten	--select--	<input type="checkbox"/>

School Reports

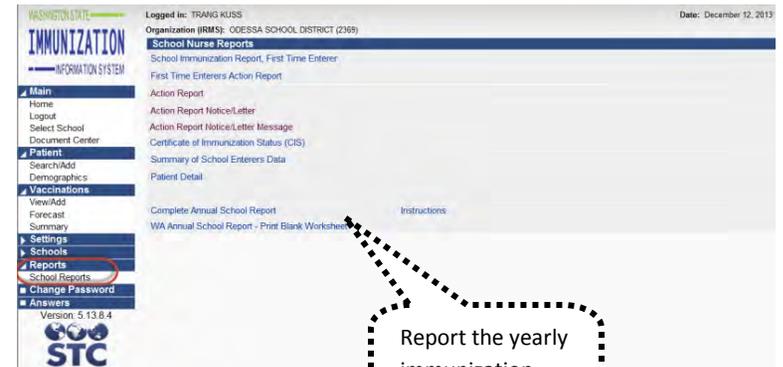
1. Click on **School Reports** under the Reports section of the main menu on the left.
2. Click on specific report.
3. Select a **Series**.
4. Click on **Select** under grade levels.
5. If you want a report for Kindergarten, uncheck each of the grades except Kindergarten.
6. Click on the arrow next to the school. A new window opens.
7. After printing the report, click on the X to get out of the report.

Use these reports:

- Action Report (students out of compliance)
- Action Report Notice/Letter (print letters and labels)
- Certificate of Immunization Status
- Patient Detail (all vaccinations per student).

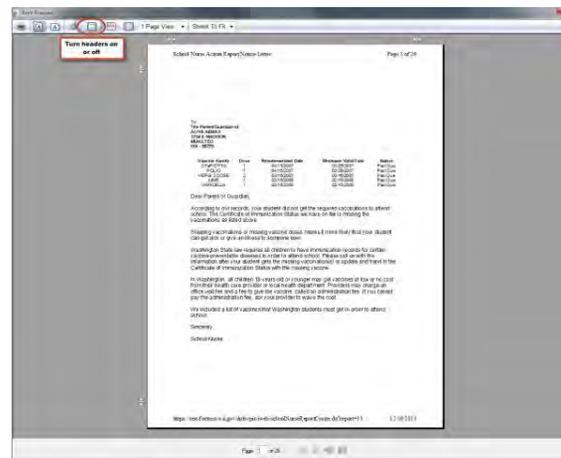
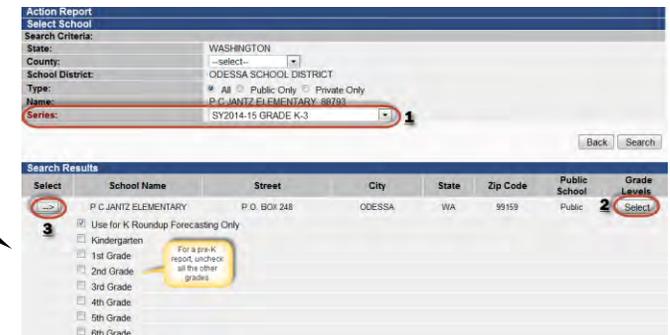
Print grade specific report by selecting that grade

Report the yearly immunization report here



School Letters

1. On the School Nurse Reports page, click on **Action Report Notice/Letter**.
2. Select **Series**.
3. Select **Message** to choose the letter type.
4. Click on **Select** under grade levels. Select the specific grade to run the letters.
5. Click on the arrow next to the school. A new window opens.
6. Click on **Select** next to **Run Letters**.
7. Print letters. Each letter prints on one page.
8. Click on **Select** next to **Run Labels**. Print labels.
9. Click on the X to get out of the letters and labels.



Printing tips

- Right click on the document to select print.

To adjust the margins or add a Header/Footer

- Right click the page and select print preview.
- At the top of the page click the settings icon (looks like a blue sun).
- Adjust the document as needed (i.e.: remove header/footer, adjust the margins to fit school letterhead, etc.).

Only needed if grade levels need updating

Edit Grade Levels

1. To add a grade or remove a grade for your school, click **Edit Schools** under the Schools section of the main menu on the left.
2. To add a grade for your school, click on a grade in the Available Grade Levels box. Use the move to the right arrow in the center to add a grade to the School's Grade Levels box.
3. Remove a grade from the School's Grade Levels box by clicking on the grade and click on the move to the left arrow.
4. Click on **Save**.

Vaccine Series

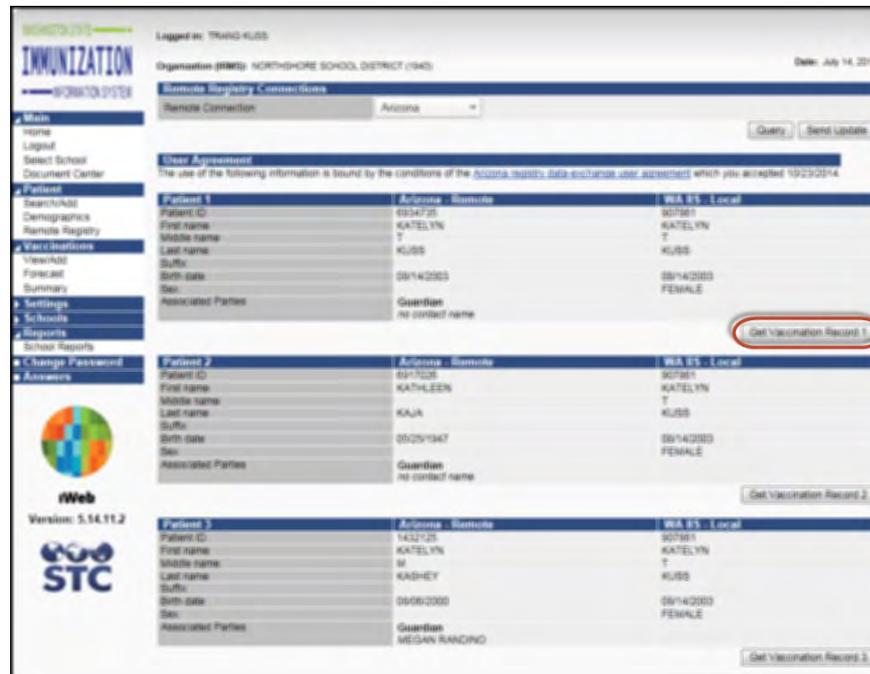
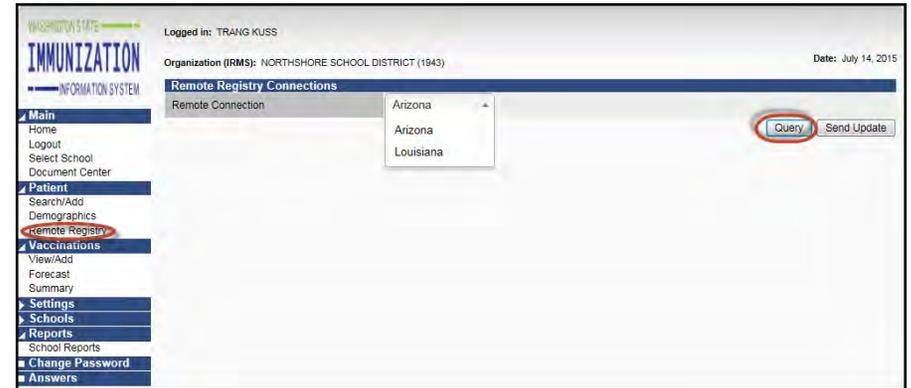
1. The vaccine series is based on WA school requirements by grade. When required, choose the appropriate vaccine series (or school requirement) to measure students against.
2. The series are listed in alphabetical order in the Module.
3. The series are set up by school year and by specific grades.

Choosing the DTaP, Tdap, MMR, or varicella series will show only students missing one or more doses for these specific vaccines

	Number of Doses					
	DTaP	Tdap	IPV	MMR	Hep B	Varicella
ACIP RECOMMENDED VACCINATIONS	5	1	4	2	3	2
DTAP GRADE K-12	5	0	0	0	0	0
MMR GRADE K-12	0	0	0	2	0	0
TDAP GRADE 6-12	0	1	0	0	0	0
SY2013-14 GRADE 3-5	5	0	4	2	3	2
SY2013-14 GRADE 6	5	1	4	2	3	1
SY2013-14 GRADE 7-12	5	1	4	2	3	0
SY2013-14 GRADE K- 2	5	0	4	2	3	2
SY2013-14 VARICELLA GRADE 6	0	0	0	0	0	1
SY2013-14 VARICELLA GRADE K-5	0	0	0	0	0	2
SY2014-15 GRADE 4-5	5	0	4	2	3	2
SY2014-15 GRADE 6	5	1	4	2	3	2
SY2014-15 GRADE 7	5	1	4	2	3	0
SY2014-15 GRADE 8-12	5	1	4	2	3	0
SY2014-15 GRADE K-3	5	0	4	2	3	2
SY2014-15 VARICELLA GRADE K-6	0	0	0	0	0	2

Getting Immunizations from Other States

1. Search for a student
2. Select the correct student under the Patient Search Results
3. On the main menu on the left, under Patient, click on Remote Registry
4. Currently, you can search the immunization registries for Arizona and Louisiana
5. Select the state immunization registry that you want to search
6. Click the Query button
7. After students are displayed, click on Get Vaccination Record for the correct student



Immunization Data Entry

Resources

1. [Basic IIS Training Video](#)
2. [IIS Patient Search Quick Reference Guide](#)
3. [IIS Vaccinations View/Add Quick Reference Guide](#)
4. [IIS Vaccine Choices o Best Vaccine Choices in the Immunization Information System for Pediatric/Adolescent Vaccines](#)
5. [Complete List of Vaccine Names](#)
6. [CDC Foreign Language Terms for Vaccines](#)
7. [Quick Chart of Foreign Language Terms from the Immunization Action Coalition](#)

Enter vaccine doses shown in the default list of vaccines in the IIS under the Vaccinations, View/Add screen. If no vaccine-specific brand name is available, click on the drop down menu towards the bottom of the page and choose the unspecified vaccine (e.g., DTaP, unspecified).