



# CHIRP School Nurse Module

## Adding a Student to Your Roster

### What is the school roster?

All schools are required to report immunization data to the Indiana State Department of Health by the first Friday in February. Students must be added to your school roster to be included on the school reports. Active parent permission is required for school nurses to submit immunization records into the registry to comply with the Family Educational Rights and Privacy Act (FERPA). A sample waiver can be found on the [DOH's website](#).

### How do I add a student to my roster?

- Search for the student. You can either search by exact name and birth date (ex. Test Test, 03/24/2009) or by initials and birth date (T% T%, 03/24/2009).

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
TEST		TEST	03/24/2009	9793867	SARAH	

- Find and select your student from the list. Once selected, you will be taken to the Patient Detail screen. Here you will be able to add the correct:
  - Grade level
  - School
  - Any medical or religious exemptions

Once you have added the necessary information, you should:

- Check the box **Include on Reports**. The signed consent form is required to include a student on reports even if the student has an existing CHIRP record.
- Click **Update**.

First Name	TEST	Street	2 N MERIDIAN
Middle Name:		City:	INDIANAPOLIS
Last Name:	TEST	County:	MARION
Birth Date:	03/24/2009	State:	INDIANA
Multi Birth Indicator:	N	Zip Code:	46254
Birth Order:		Home Phone:	
Sex:	MALE	Cell Phone:	
Student ID:			
Guardian Name:	SARAH		

School Reporting	
School:	PURDUE POLYTECHNIC HIGH SCHOOL 1
Grade Level:	9th 2
School Entry Date:	
Exemption:	<input checked="" type="radio"/> None <input type="radio"/> Medical <input type="radio"/> Religious 3
Include on Reports: <input checked="" type="checkbox"/> 4	
Cancel Edit Update 5	