What is the school roster?
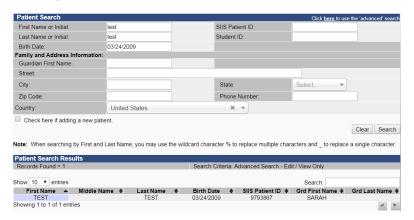
All schools are required to report immunization data to the Indiana State Department of Health by the first Friday in February. Students must be added to your school roster to be included on the school reports. Active parent permission is required for school nurses to submit immunization records into 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).

- 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:
    1. Grade level
    2. School
    3. Any medical or religious exemptions

    One you have added the necessary information, you should:
    4. 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.
    5. Click **Update**.