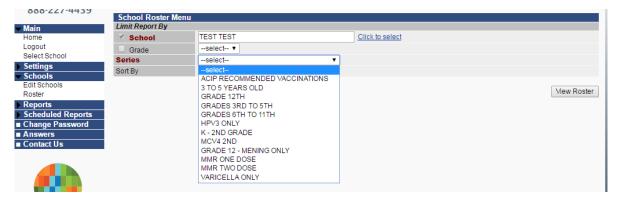
## **CHIRP School Nurse Module**

## **School Roster Functions**

Students are automatically rolled to the next grade level on June 30th. However, CHIRP does not change schools for students when they "graduate" (or transfer) from one school to the next. You can move several students from one grade to another at one time using the School Roster in CHIRP, but you cannot use this function to changes schools.

- 1. After logging into CHIRP, select your school.
- 2. In the Schools menu on the left, select Roster.

Fields in **RED** must be selected in order to view your roster. You can further narrow the roster by grade level.



All reports can be sorted by Last Name, First Name, or Grade.

888-227-4439	School Roster M	<b>B</b> U		
✓ Main	Limit Report By			
Home	School	TEST TEST	Click to select	
Logout	Grade	select T		
Select School	Series	select 🔻		
<ul> <li>Settings</li> <li>Schools</li> </ul>	Sort By	Last Name 🔻		
Edit Schools		Last Name First Name		
Roster		Grade		View Roster
Reports				
Scheduled Reports				

## Click View Roster.

Main	Limit Report By			
Home	School	TEST TEST	Click to select	
Logout Select School Settings Schools	Grade	select V		
	Series	select	•	
	Sort By	Last Name 🔻		
Edit Schools		Last Name		
Roster		First Name Grade		View Roster





## What can be done in the school roster?

- 1. Move <u>individual</u> students to a different grade within the school (line by line) using the **Move To?** box.
- 2. Move <u>all</u> students to a different grade within the school using the **Select All** button at end.
- 3. Remove students from the school using the check box in the **Remove?** column.
- 4. Add New Students: This button will redirect you to the Patient Search screen.
- 5. To save your changes, click the **Save Roster Updates** button. You must do this or your changes will be lost!

Criteria									
School: TEST TEST Grade: All									
Last Name	First Name	Birthday	SIIS Patient ID	Status	Grade	Move To?	Remove?		
TEST	ANTONIO	03/31/2004	8994540	Past Due	7th	select V	1 3		
TEST	TAMMY	02/28/2003	8994536	Past Due	8th	select *			
TEST Move all to:			8994536	Past Due	8th	select ¥			
	Selected: 2			_	Cancel A	Add New Students			
Total Students							Save Roster Update		



Tip: Click Save Roster Updates frequently to avoid CHIRP timing-out your session.

