

As a security feature, the online reporting system logs users out after 15 minutes of inactivity. Therefore, to help ensure your information is not lost while you are entering your school immunization report, we recommend that schools:

1. Complete the report on the enclosed worksheet prior to attempting to submit your report online.
2. Once you've completed the report on the hardcopy, login to the online reporting system and simply enter your numbers and submit the report.

Please follow these instructions to submit your 2016 - 2017 School Immunization Report.

LOGIN

- Type <https://sir.dhw.idaho.gov> into your Internet address bar.
- Enter your school's username and password provided on the **SALMON** paper included in this packet.
 - ✓ You **CANNOT** login with your IRIS username and password.
- Select **Login** to access the report.

EDIT PROFILE

- Once you login, you will need to update your contact information and answer the school nurse questions.
 - ✓ If you are a school nurse dividing your time between multiple schools, please indicate the number of hours you work at the school for which you are completing the report.
- Select **Save** after editing your profile to save your changes.

SELECT GRADES OFFERED

- Indicate which grades are offered in your school.
- If a grade level is usually offered at your school, but there is no enrollment in that grade this year, indicate that the grade is offered and then enter all zeros when you complete the report for that particular grade.

ENTER REPORT

- Select **Enter Report** to complete the report for each grade level offered at your school.
- You may login multiple times to work on your report before selecting **Submit Final Report**.

KINDERGARTEN REPORT (example)

Step 1:

In Step 1, enter the total number of students who are Adequately Immunized, Conditionally Admitted, Exempted, Incomplete, or have No Record. The sum of these five sections must equal the Total Enrollment for that grade level.

- A. **Adequately Immunized:** Enter the total number of students with an immunization record on file at the school documenting that all required school immunizations have been received.
- B. **Conditionally Admitted:** Enter the total number of students with a valid Conditional Admission form on file at school. Conditionally Admitted students must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations (meaning that no doses are currently due).
- C. **Exemptions:** Enter the total number of students with a valid Idaho Certificate of Immunization Exemption form on file at school.
- If a student has claimed an exemption, do not count the student in the overall total Adequately Immunized category in Step 1 - even if the student has received *some* vaccine doses. You will be able to indicate the specific vaccines the student has exempted from in Step 2.
- D. **Incomplete:** Enter the total number of students meeting any one of the following conditions:
- has received fewer than the required number of doses of a required immunization and does not have the remaining required vaccine doses scheduled per the Conditional Admission process, or
 - has failed to continue to receive immunizations as provided on the Conditional Admission form, or
 - has received one or more doses at less than the minimum interval or less than the minimum age as recommended by the ACIP, or
 - has not received any doses of the required immunizations and doesn't have a valid Idaho Certificate of Immunization Exemption form on file at school.
- E. **No Record:** Enter the total number of students without an immunization record on file at the school.
- F. **Total Enrollment:** Total number of students enrolled in the grade (Sum of A+B+C+D+E).

Kindergarten Report

Step 1 Step 2

Use the [TAB] key to move between fields. The [ENTER] key will submit the survey.

Kindergarten

A. Total number of ADEQUATELY IMMUNIZED students

Total number of children with an immunization record on file at the school documenting that all school required immunizations have been received.

B. Total number of CONDITIONALLY ADMITTED students

Total number of students that were Conditionally Admitted and are **currently** on schedule for subsequent immunizations.

C. Total number of students with an EXEMPTION on file at the school

Total number of students with MEDICAL exemptions

Total number of students with RELIGIOUS exemptions

Total number of students with PHILOSOPHICAL/PERSONAL exemptions

D. Total number of INCOMPLETE students

Total number of students missing 1+ valid doses of required vaccine and doesn't have the still-needed doses scheduled or has failed to follow the Schedule of Intended Immunizations form.

E. Total number of students with NO RECORD on file at the school

Total number of students who have no immunization record on file at the school

F. TOTAL ENROLLMENT

Total number of students enrolled in each of the following grades (Sum of Sections A+B+C+D+E)

Next Cancel

Step 2:

In Step 2, enter the number of students who are Adequately Immunized, Conditionally Admitted, Exempted, Incomplete, or have No Record by each vaccine type.

For example, if you have two kindergarten students who are Conditionally Admitted (one student for the 2nd dose of Varicella and the other student for the 2nd dose of Hepatitis A), here is how you would document this on the report:

- ✓ In Step 1, enter '2' in Section B, Total Conditionally Admitted.
 - ✓ In Step 2, enter '1' in the Conditionally Admitted Categories in Section K, Varicella and in Section L, Hepatitis A.
- The sum of each individual section (G, H, I, J, K, L) must equal the **Total Enrollment** number reported in Step 1 for Kindergarten.
 - The total number of students with **No Record** entered in Step 1 will be automatically filled in on each section of Step 2.
 - Section K. Varicella (Chickenpox)
 - As with the other sections, the sum of all categories in Section K must equal the **Total Enrollment** number reported in Step 1.
 - There are two exemption categories for Varicella. View the exemption form for children with a Varicella exemption to determine if the exemption was claimed for medical, religious or personal reasons **OR** claimed for chickenpox disease history not documented by a physician.
 - Select **Save** once you have completed the report for Kindergarten.
 - Note: Selecting **Back** or **Cancel** before saving changes will cause your data to be lost.

Kindergarten Report	
Step 1	Step 2
G. Diphtheria, Tetanus, Pertussis (DTaP, DT, Td) 5 doses required for children born after 9/1/1999, otherwise 4 doses are required	
Adequately Immunized - Total number of students adequately immunized with DTaP	
Conditionally Admitted - Total number of students conditionally admitted for DTaP	
Exempt - Total number of students exempted from DTaP	
Incomplete - Total number of students missing 1+ doses of DTaP	
No Record - Total number of students with no immunization record (must match Section E)	
H. Polio (IPV, OPV)	

K. Varicella (Chickenpox) 2 doses required if born after 9/1/2005, otherwise zero doses are required	
Adequately Immunized - Total number of students adequately immunized with Varicella	
History of chickenpox disease documented by licensed health care professional	
Conditionally Admitted - Total number of students conditionally admitted for Varicella	
Exemption claimed for medical, religious, or personal reasons	
Exemption claimed for chickenpox disease HISTORY not documented by physician	
Incomplete - Total number of students missing 1+ doses of Varicella	
No Record - Total number of students with no immunization record (must match Section E)	
L. Hepatitis A 2 doses required if born after 9/1/2005, otherwise zero doses are required	
Adequately Immunized - Total number of students adequately immunized with Hep A	
Conditionally Admitted - Total number of students conditionally admitted for Hep A	
Exempt - Total number of students exempted from Hep A	
Incomplete - Total number of students missing 1+ doses of Hep A	
No Record - Total number of students with no immunization record (must match Section E)	
Save	Back
Cancel	

REPORTING ERRORS

- If there is an error in any submitted report, the report will re-appear on the screen with errors highlighted in red.
- Correct the errors and select **Save**. You will be unable to save the report if any errors remain.

SUBMITTING THE REPORT

- Once you have completed the report for each grade offered at your school, select **Submit Final Report**. Congratulations! We recommend that you print a copy of the completed report for your records.

Kindergarten	1st Grade	7th Grade
Submitted on 9/23/2013	Submitted on 9/23/2013	Our records indicate that you do not have 7th Grade.
<input type="button" value="Edit Report"/>	<input type="button" value="Edit Report"/>	
» Printable Report	» Printable Report	
<input checked="" type="radio"/> Yes, we offer Kindergarten.	<input checked="" type="radio"/> Yes, we offer 1st Grade.	<input type="radio"/> Yes, we offer 7th Grade.
<input type="radio"/> No, we do not offer Kindergarten.	<input type="radio"/> No, we do not offer 1st Grade.	<input checked="" type="radio"/> No, we do not offer 7th Grade.
<input type="button" value="Submit Final Report"/>		