



# IRIS Guide for School Users

USE IRIS TO ENSURE YOUR SCHOOL'S STUDENTS ARE PROTECTED FROM VACCINE-PREVENTABLE DISEASE.

IN THIS GUIDE, LEARN HOW TO:

## How to Find a Record in IRIS

IRIS can be a helpful and efficient tool to ensure that students attending your school are up-to-date on their required immunizations. To find a record, log into IRIS. On the left-hand side, click [Find Student](#). We recommend searching by first and last name OR by name and date of birth. If students are not in IRIS, it is possible they are not immunized or received immunizations in a different state.

### Search by the Student's Name

**Last Name:** Enter at least the first three letters of the student's last name.

**First Name:** Enter at least the first two letters of the student's first name.

### Search Name & Birth Date

To search by birth date, use the following

#### HELPFUL TIP

A (%) can be used to substitute unknown letters of the child's last name or first name. Ex: First name: T%% would find a child named Tim, Tom or Ted.

format: MM/DD/YYYY. Then type first three letters of student's last name OR first two letters of the first name.

### Results

- ◇ **Exact Match** – If IRIS only found one record matching your search, the student's immunization history will be displayed.
- ◇ **List of Possible Matches** – If a list of names appears, then the search returned between 2 and 75 possible matches. Using the information displayed, select the desired record by clicking on the last name. The student's immunization history will then appear.
- ◇ **Threshold Limit** – If IRIS finds more than 75 possible matches from the search criteria, no students will be listed for further selection. Instead, the following message will appear:

"XX students were found. Please refine your search criteria to limit your student list" (where XX is the total number of students found in the search.)

In this instance, try searching with more specific information to identify the child.



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### IRIS Training & Questions

Please contact the School & Childcare Coordinator for questions or additional IRIS training:

∴ (208) 334-6520

∴ IRIS@dhw.idaho.gov

# How to View a Student's Immunization Record

The Immunization History screen includes basic demographic information and the student's immunization history. The current status will indicate whether a record is adequately immunized, conditionally admitted, exempt, no record, or incomplete. This feature may help schools accurately complete the annual School Immunization Report.

## Vaccines Required for School Entry

IRIS forecasts when a student requires immunizations. The **Earliest Date** shows the earliest date a child could receive the immunization. The **Recommended Date** shows the date the child should receive the immunization, based off of the school requirements. The **Past Due Date**, highlighted in green, is the date the child is considered past due according to the ACIP schedule only (does not take school requirements into consideration).

**Maximum Age Exceeded** indicates the child is too old to receive the required vaccine. For example, an 8-year old who hasn't completed the DTap series will show "Maximum Age Exceeded" for DTap. The pink bar labeled **Complete** indicates the student has completed that immunization series.

**Vaccines Required for 7th Grade Entry:** Tdap and Meningococcal vaccines are required for 7th grade students and will

**Patient Information** IRIS ID: 1955157

Patient Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Patient ID
TEST TEST	01/13/2015	F		DOB>09/01/2005	
Address 111111111, SHOSHONE, ID 83352 (208) 886-2224					
Comments {1 of 1} .. 08/27/2017 ~ Serology confirmed varicella					

**Current Status:** Incomplete ●

**Reports**

Please Pick a Report List Add to Report

**History** Edit Patient Reports Print Print Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?
Flu H1N1-09	02/28/2017			Full	No		
HepA	04/16/2018	1 of 2		Full	No		

**Current Age: 7 years, 8 months, 17 days**

**Vaccines Required For School Entry**

Vaccine Group	Earliest Date	Recommended Date	Past Due Date
HepA	10/16/2018	10/16/2018	10/16/2018
HepB	01/13/2015	01/13/2015	04/13/2015
MMR	01/13/2016	01/13/2016	05/13/2016
Pertussis (Tdap)	01/13/2022	01/13/2022	01/13/2022
Polio	02/24/2015	03/13/2015	04/13/2015
Td	01/13/2022	01/13/2022	01/13/2022
Varicella	Immunity Recorded for Vaccine Group		

**Vaccines Required for 7th Grade Entry**

Vaccine Group	Earliest Date	Recommended Date	Past Due Date
Pertussis (Tdap)	01/13/2025	01/13/2026	08/16/2027
MeningACWY	01/13/2025	01/13/2026	08/16/2027

**Vaccines Required for 12th Grade Entry**

Vaccine Group	Earliest Date	Recommended Date	Past Due Date
MeningACWY	01/13/2031	01/13/2031	08/16/2032

appear under Vaccines Per Grade Level Requirement. The Past Due date will be August 16th of the year the student will enter the 7th grade.

**Vaccines Required for 12th Grade Entry:** Students entering the 12th grade must have completed the vaccines required for School Entry MeningACWY (MCV4) series.

# How to Print a Valid Immunization Record

All public and private schools must have a valid immunization record on file for each student unless the student has a completed exemption on file. To print a student's immunization history from IRIS, you may need to change your internet settings. To do so:

◇ Click **File** and then **Page Setup**.

- ◇ Look at Headers and Footers and remove any entry in the Footer.
- ◇ Click **Ok**. Now you are ready to print.
- ◇ Open up the student's record and click **Print** as seen below.
- ◇ Once the record comes up in the print window, click on **File** and then **Print** in your browser.

IRIS works best on the most updated browsers. IRIS may have limited functionality in some internet browsers. If you are having issues, try switching browsers. Adobe Acrobat is recommended for handling exported files.



**Current Status:** Adequately Immunized ●

**Reports**

Please Pick a Report List Add to Report

**History** Edit Patient Reports **Print**



### IDAPA 16, Title 02 requires

all children in preschool and grades K-12 to meet immunization requirements before attending school. Idaho law also requires school officials to describe the exemptions provided in section 39-4802 and provide a citation to the section in any communication to parents and guardians regarding immunization.



### Children Should Not Attend School

without proof of immunization status or a valid exemption form on file(39-4802). Use IRIS to ensure your students are adequately immunized during registration. IRIS may also help schools complete the annual school immunization report.

## How to Create and Manage Lists

### Create a New List

- ◇ Click on [Manage List](#) (as shown above) and then enter a name in the New List Name field.
  - ◇ Click [Save](#). The list will be added and "The list has been created successfully" will appear at the top.
  - ◇ Each school can create up to 15 lists. To change the name of a list, click on the list. Type in a new name and click [Rename](#).
- ### Add Students to a List
- ◇ Open up a student's immunization record by searching for a student.
  - ◇ Under Reports, click on the drop down box and select a list.
  - ◇ Click [Add to Report](#). To add the

student to multiple lists, select another list and click [Add to Report](#) again.

- ◇ After adding students to a list, click on the list name to view the students. Students can be added or removed from a list at any time.

### Deleting a List

- ◇ Click [Manage List](#) to view your lists.
- ◇ Click [Delete](#) to the right of the list.
- ◇ You will be given a prompt: "Are you sure you want to delete this list?" Click [Ok](#) or [Cancel](#).
- ◇ Click [Ok](#) to delete the list. Click [Cancel](#) to return to the Manage List screen. Deleting a list will not delete a student's record.

Reports Available for: 4th Grade				
Report Name	Description			
<a href="#">Student List</a>	Displays the name and date of birth for each student on the list sorted alphabetically by last name.			
<a href="#">Student Immunization History List</a>	Displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name.			
<a href="#">Immunization Due</a>	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.			

  

Client List for: 4th Grade		<a href="#">Rename</a>	<a href="#">Delete</a>	<a href="#">Cancel</a>
Delete	Last Name	First Name	Middle Name	Birth Date
<input type="checkbox"/>	<a href="#">LISA</a>	MONA	VARICELLA	09/04/2005



# How to Run and Open Reports from Lists

## Run a Report

Reports can help you quickly access immunization records for several students at once. For example, a report could help you identify all 1st graders at your school with missing immunizations. To access reports, click on [Manage List](#). Select the name of a list.

The [Student List Report](#) shows the name and birth date for each student on a list sorted by last name.

The [Student Immunization History List Report](#) displays the immunization history and recommended vaccines for each student on a list. To view this report:

- ◇ Click on the [Student Immunization History List](#) link. You will be taken to a School Report Job Status screen where you can view the status of the report you are running.
- ◇ Click [Refresh](#) until a report appears. When the report is ready to view, the link will turn blue and the status will say "100%." Click on the [History Report](#) link to view the report.

The [Immunization Due Report](#) allows you to search for specific overdue vaccines for students on a list. For example, you may want to know how many 7th graders at your school are overdue for the Tdap vaccine or which students will be due for immunizations within the upcoming month. To run this report:

- ◇ Click on the [Immunization Due](#) link. You will be taken to a screen where you can enter search criteria.
- ◇ Within the Select the Vaccine Group section, select Use All Vaccine Groups if you want to look at all vaccines. Select Use Vaccine Groups Selected (as shown above) if you want to look at only a few vaccines.

**School Immunization Due List Request**

Select the Vaccine Group(s) ...

☐ Use All Vaccine Groups

☒ Use Vaccine Groups Selected

Pneumococcal  
Rabies  
Rotavirus

Add >

< Remove

Polio

Enter the Status Criteria ...

Select one of the two criteria sets below...

☒ Currently Due or Overdue

☐ Due in the Next  Month(s)

Generate Cancel

To search for specific vaccines:

∴ Scroll through the vaccine list and select the vaccine. Click [Add](#). All selected vaccines will appear in the box to the right in green font as seen below.

∴ To remove vaccines from the report criteria, click on the selected vaccine from the box to the right and click [Remove](#).

- ◇ The status criteria section allows you to select children that are currently due for an immunization or will be due for an immunization in the next <#> months. Select either Currently Due or Due in the Next <#> Month(s). Choose the number of months from the dropdown menu list.
- ◇ Once you are finished with the search criteria, click [Generate](#). You will be taken to a Report Job Status screen. Click [Refresh](#) until the status is 100% and a report appears. Click on the blue link to view the report.

you run a new report, your previous reports may be erased. If your report criteria did not apply to any students on your list the message "No School Report Logged" will appear.

As soon as the report name appears in blue or the status displays Ready, the report is ready for viewing.

To view the report, click on the report name. Depending on the size of the report, it may take some time to open the report in Adobe Acrobat Reader. If there is a problem viewing your report, please contact the School & Childcare Coordinator:

∴ (208) 334-6520

∴ [IRIS@dhw.idaho.gov](mailto:IRIS@dhw.idaho.gov)

## Open a Report

IRIS reports will open as an Adobe Acrobat document. Additionally, IRIS can only create one report at a time. Once

### HELPFUL TIP

You do not have to remain on the Report Status screen while a report is running. Feel free to go elsewhere in IRIS while your report runs in the background. Click [Check School Report](#) to check on the status of a report. Then click [Refresh](#).

## How to Create a Notice of Required Documentation Needed for Parents

### Choosing Not to Immunize

Idaho law allows a parent or guardian to claim an immunization exemption for their child for medical, religious or other reasons. A medical exemption must be completed by a licensed physician. It is recommended that exemptions for religious or other reasons be

documented on the form provided by DHW Immunization Program. Parents or guardians may also claim an immunization exemption by providing a signed written statement when entering their child into school and/or childcare. In the event of a disease outbreak, children who have claimed an exemption and have not received the immunization against that disease may be excluded from school and/or childcare (39-4802). Idaho's immunization exemption forms are available at [healthandwelfare.idaho.gov/providers/immunization-providers/school-and-child-care-information](http://healthandwelfare.idaho.gov/providers/immunization-providers/school-and-child-care-information)

IRIS gives school users the ability to quickly create a Notice of Required Documentation Needed to inform parents if their children are missing immunizations. Notices of Required Documentation Needed include the student's name, missing immunizations, instructions and a deadline for follow-up. Each notice also includes the school's name, phone number, and point of contact. E-mail the IRIS Help Desk at [IRIS@dhw.idaho.gov](mailto:IRIS@dhw.idaho.gov) to change information about your school in IRIS.

### Create a Notice of Required Documentation Needed for One Student

To create a Notice of Required Documentation Needed for a parent of a specific child that has an incomplete record, find the student and open up student's patient information screen. Click on **Reports** as seen below. The

Reports screen will be displayed. Here you have the option to print this notice in English or Spanish and choose a deadline date. The deadline date will automatically display as two weeks from today's date unless you specify otherwise. Once you are finished, click the blue Notice of Required Documentation Needed hyperlink. The notice will appear in a new window. See page 6 for an example of the Notice of Required Documentation Needed.

IRIS ID: 2621211

Gender	Mother's Maiden	Tracking Schedule	Patient ID
M		Pre-School	

CATELLO, ID 83201 (208) 552-7700

Add to Report

Edit Patient **Reports** Print Print Confidential

Trade Name	Dose	Owned?	Reaction	Hist?
MMR II ®		No		Yes

## How to Create Conditional Admission Forms



Production Region 3.8.1

### School Access

find student  
manage list  
check school report  
enter new patient

### School Reports

required documentation  
check required documentation  
**conditional admission**  
check cond admission  
notice of exclusion

Conditional admission forms must be signed by parents of children who conditionally attend school. To be eligible for conditional admission, a student must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations. Conditional admission forms are created in the same way as the Notice of Required Documentation Needed.

### Conditional Admission Form for One Student

To create a conditional admission form for a specific student, open up the student's immunization history screen and click on **Reports** as seen above. If the student is eligible for conditional admission, a conditional admission form will appear. Select either English or Spanish and then click on the blue **Conditional Admission** hyperlink to open the form.

### FOR MORE INFORMATION

- ∴ To learn more about Idaho's school immunization requirements visit [healthandwelfare.idaho.gov/providers/immunization-providers/school-and-child-care-information](http://healthandwelfare.idaho.gov/providers/immunization-providers/school-and-child-care-information)
- ∴ To request additional training or for further questions, call (208) 334-6520 or e-mail [IRIS@dhw.idaho.gov](mailto:IRIS@dhw.idaho.gov)

# Example of Notice of Required Documentation Needed

FOR INCOMPLETE STUDENTS

## DEPARTMENT OF HEALTH AND WELFARE

Idaho Immunization Program

## STATE OF IDAHO

IDAPA 16.02.15



## NOTICE OF REQUIRED DOCUMENTATION NEEDED Required Immunizations for Admission to Idaho Schools

To the Parent, Guardian or Legal Custodian of TEST TEST, Grade Pre-K.

Idaho Code (39-4801) requires that children meet immunization requirements to attend school in Idaho. Whenever children are brought into group settings, there is a potential for the spread of infectious diseases. To enter or transfer into public or private preschool and grades K-12 schools in Idaho, parents must provide documentation that their child meets school immunization requirements, or is exempted (39-4802), at registration and before attendance. According to our records, we do not have documentation that your child has received all required immunizations or is exempt from requirements.

You need to act right away to keep your child in school. According to Idaho law, we cannot allow your child to attend school unless we receive evidence that Idaho school immunization requirements are met by 10/14/2022 (MM/DD/YYYY).

**Action to take:**

- ☐ Provide your child's immunization record or signed exemption document
- ☐ Additional dose(s) are needed
- ☒ Have your child immunized with the checked vaccines (based on available records)<sup>1</sup>

DTaP/Td	Polio	MMR	Hepatitis B	Varicella <sup>2</sup>	Hepatitis A	Tdap	MeningACWY <sup>3</sup>
<input checked="" type="checkbox"/> 1 <sup>st</sup> Dose	<input checked="" type="checkbox"/> 1 <sup>st</sup> Dose	<input type="checkbox"/> 1 <sup>st</sup> Dose	<input checked="" type="checkbox"/> 1 <sup>st</sup> Dose	<input checked="" type="checkbox"/> 1 <sup>st</sup> Dose	<input checked="" type="checkbox"/> 1 <sup>st</sup> Dose	<input type="checkbox"/> 1 <sup>st</sup> Dose	<input type="checkbox"/> 1 <sup>st</sup> Dose
<input type="checkbox"/> 2 <sup>nd</sup> Dose	<input type="checkbox"/> 2 <sup>nd</sup> Dose	<input type="checkbox"/> 2 <sup>nd</sup> Dose	<input type="checkbox"/> 2 <sup>nd</sup> Dose	<input type="checkbox"/> 2 <sup>nd</sup> Dose	<input type="checkbox"/> 2 <sup>nd</sup> Dose		<input type="checkbox"/> 2 <sup>nd</sup> Dose
<input type="checkbox"/> 3 <sup>rd</sup> Dose	<input type="checkbox"/> 3 <sup>rd</sup> Dose		<input type="checkbox"/> 3 <sup>rd</sup> Dose				
<input type="checkbox"/> 4 <sup>th</sup> Dose	<input type="checkbox"/> 4 <sup>th</sup> Dose		<input type="checkbox"/> 4 <sup>th</sup> Dose				
<input type="checkbox"/> 5 <sup>th</sup> Dose	<input type="checkbox"/> 5 <sup>th</sup> Dose						

<sup>1</sup> If your child needs more than one dose of any one vaccine, the series must be started by the deadline specified above and the Idaho Conditional Admission to School form must be completed. Your child will be permitted to attend school on the condition that they will receive still-needed doses when due.

<sup>2</sup> If your child had chickenpox disease, varicella vaccine is not required. Please provide the school with documentation from your child's physician or licensed health care professional indicating that your child has had chickenpox.

<sup>3</sup> Children should have one dose of meningococcal (MeningACWY) vaccine before the 7<sup>th</sup> grade. A second dose of MeningACWY is required for admission into the 12<sup>th</sup> grade. However, if your child received their first MeningACWY vaccine at age 16 years or older, no additional MeningACWY doses are needed for 12<sup>th</sup> grade admission.

Your immediate cooperation is appreciated by: \_\_\_\_\_ (date)

Test School \_\_\_\_\_ (208) 334-6994  
School Phone

Mezelle Moore \_\_\_\_\_ 09/30/2022  
School Official (Title) Date sent







IDAHO DEPARTMENT OF HEALTH & WELFARE  
**DIVISION OF PUBLIC HEALTH**

◆ Idaho Immunization Program ◆ 450 W. State Street ◆ Boise, ID 83720 ◆ (208) 334-6520 ◆  
◆ [healthandwelfare.idaho.gov/providers/immunization-providers/school-and-child-care-information](http://healthandwelfare.idaho.gov/providers/immunization-providers/school-and-child-care-information) ◆