Utah STATE OFFICE of Education

ASPIRE

Immunizations

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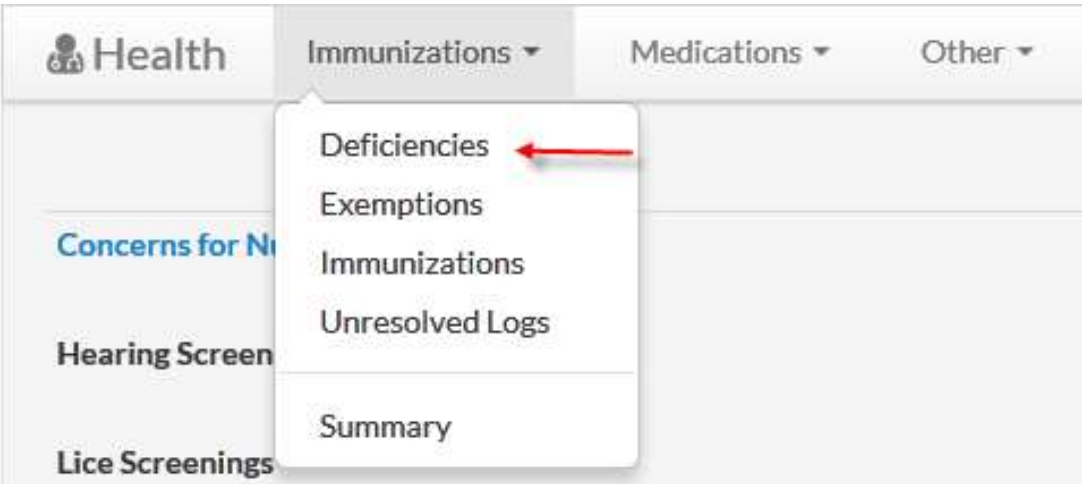
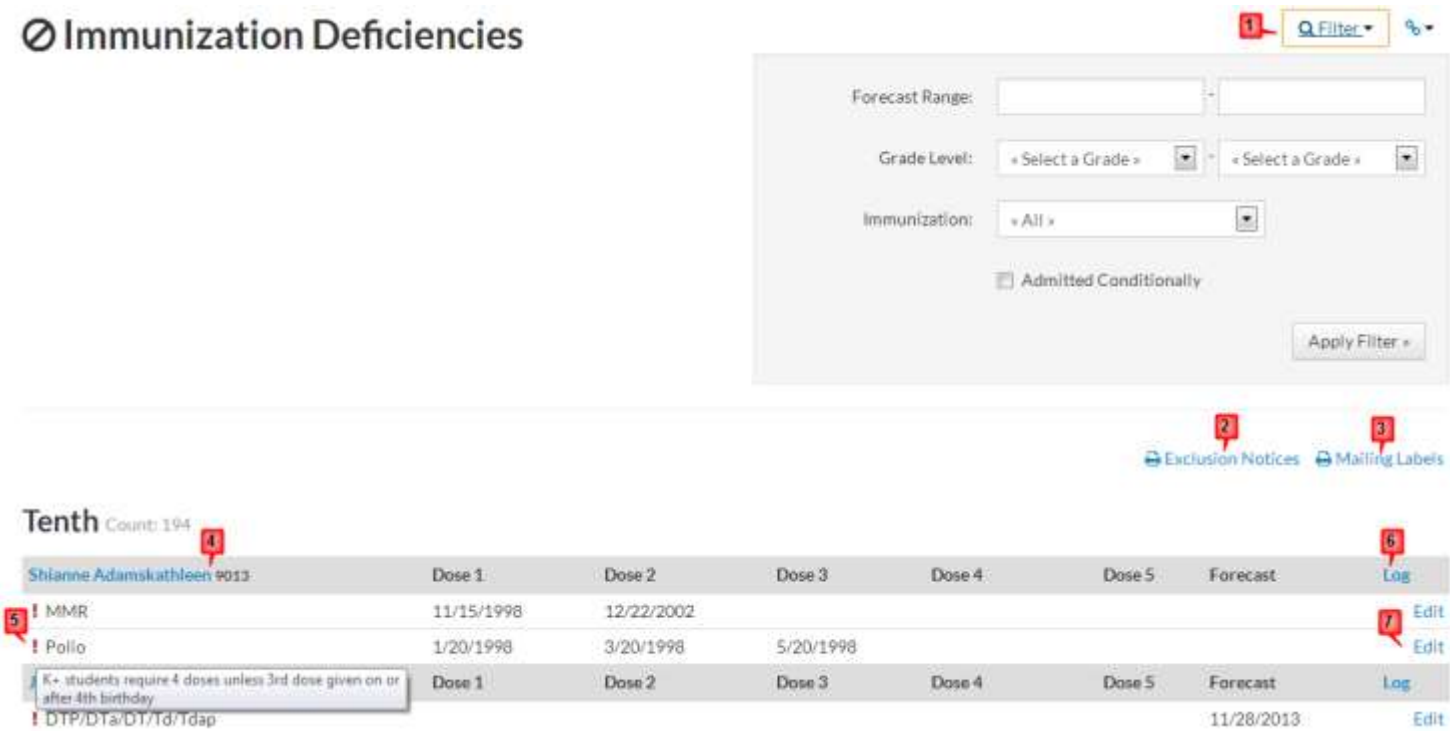
LEA & School(s) Views

How to for Deficiencies

Select Immunizations then Deficiencies, this will bring up a list of all students and what Immunizations they are deficient on.

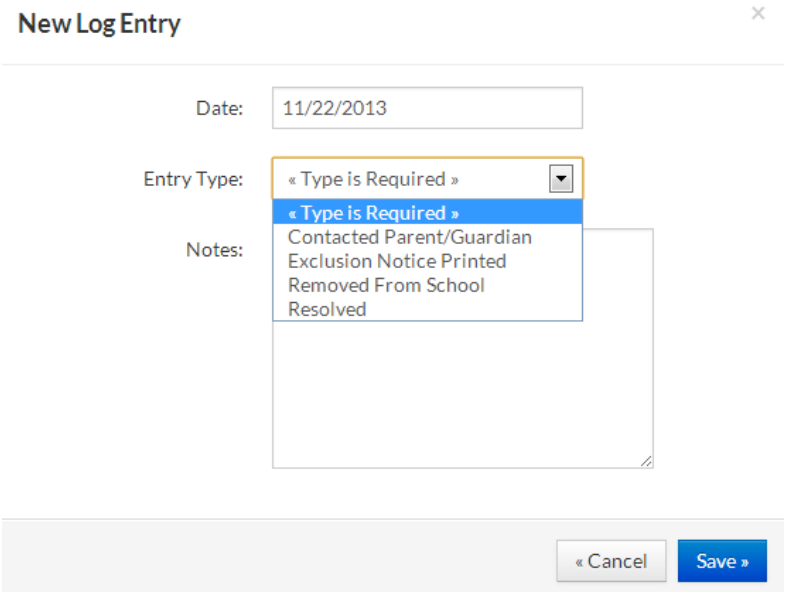


To print the Deficiency list, using your mouse right click and then choose print.

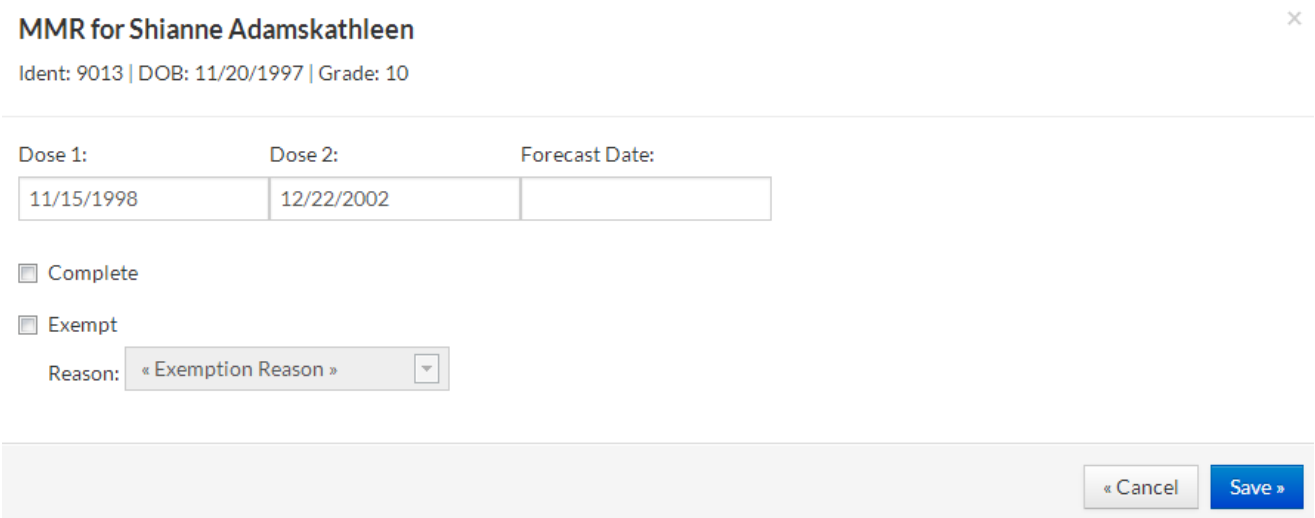


1. Once the screen appears there is a filter option you may use to help you pick and choose what you want on this list.
2. You can print Exclusion Notices by clicking on this icon, it will print one for each student in the list.
3. You can print Mailing Labels by clicking on this icon, it will open a new window for student mailing labels with the students from the deficiency list already selected. Choose the options that you want and then generate the report.
4. If you click on the Student name it will open the student screen.
5. Mouse over this icon and it will show you the reason the immunization is on the deficiency list.

6. This log is used to keep track of things you have done to get the students immunizations up to date. Click on Log, a new screen will open then you will select add entry.

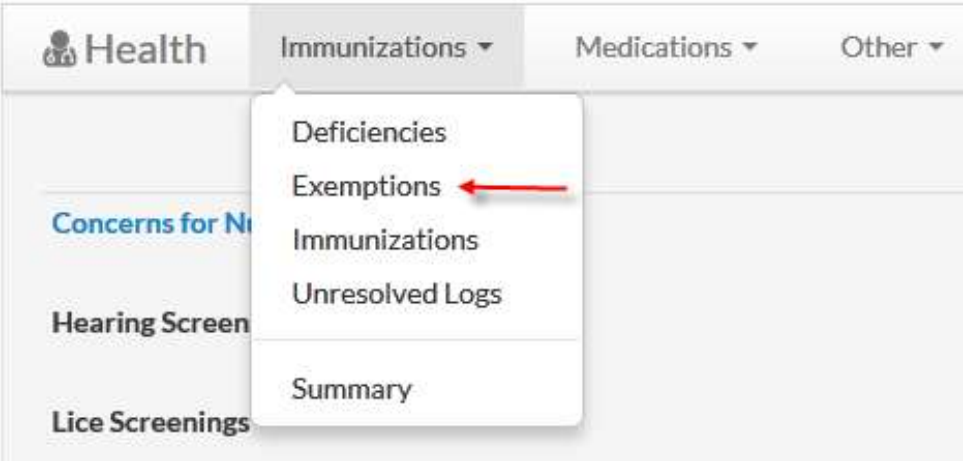


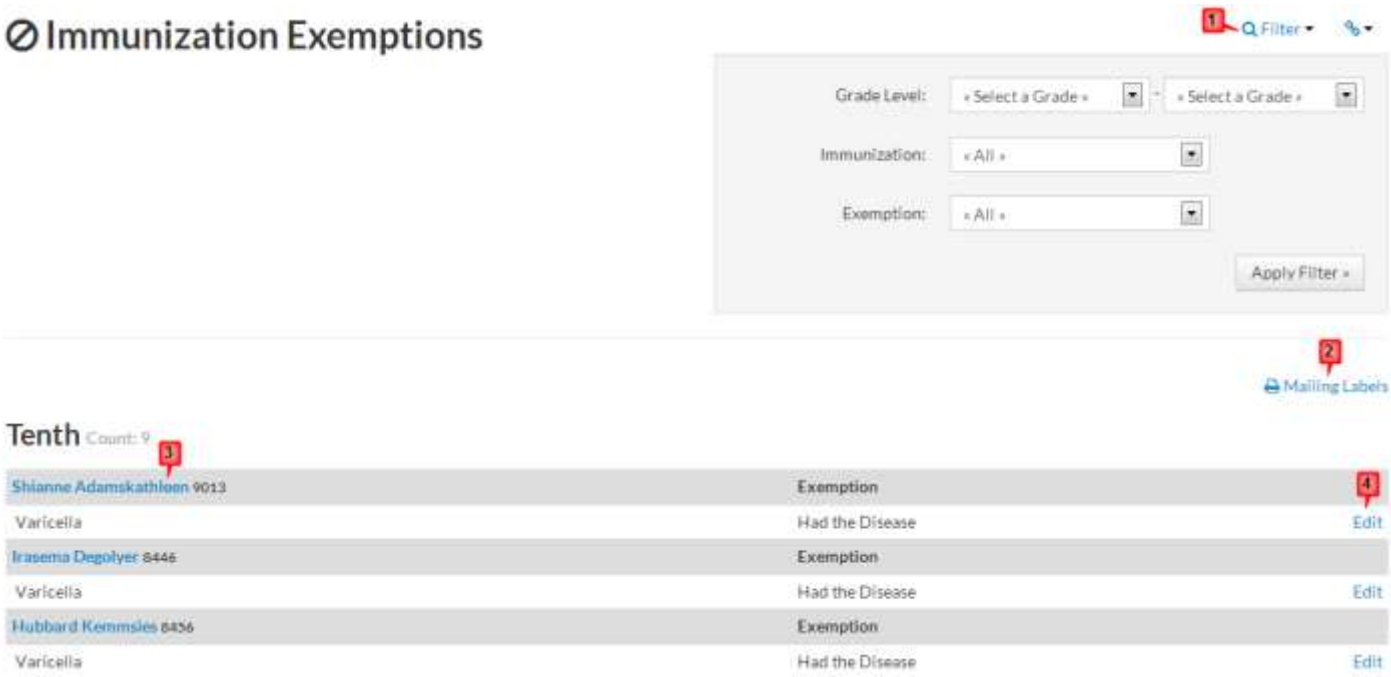
7. When you click on Edit a new screen will open and you are able to make changes to the immunization.



How to for Exemptions

Select Immunizations then Exemptions, this will bring up a list of all students and what Immunizations they are exempt from.

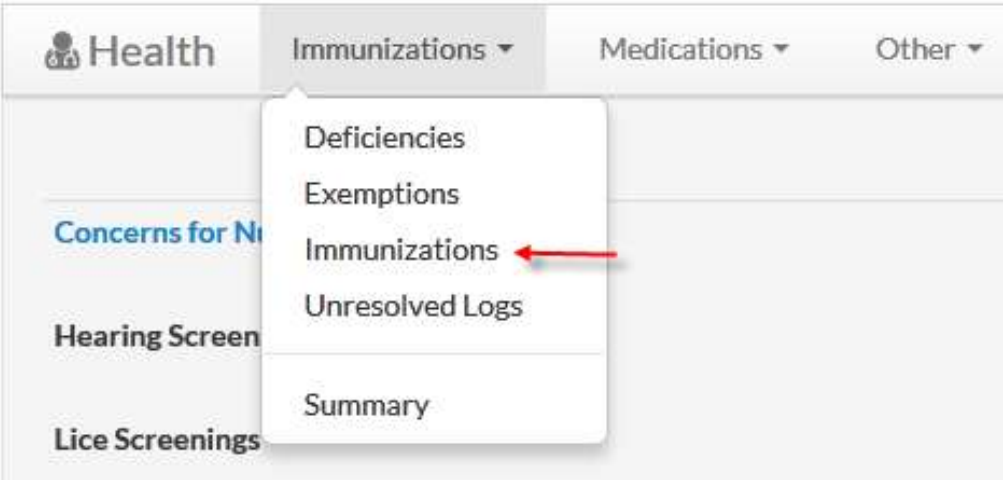




1. Once the screen appears there is a filter option you may use to help you pick and choose what you want on this list.
2. You can print Mailing Labels by clicking on this icon, it will open a new window for student mailing labels with the students from the Exemptions list already selected. Choose your options that you want and then generate the report.
3. If you click on the Student name it will open the student screen.
4. If you click on Edit, a new screen opens and you may make changes for that immunization.

How to for Immunizations

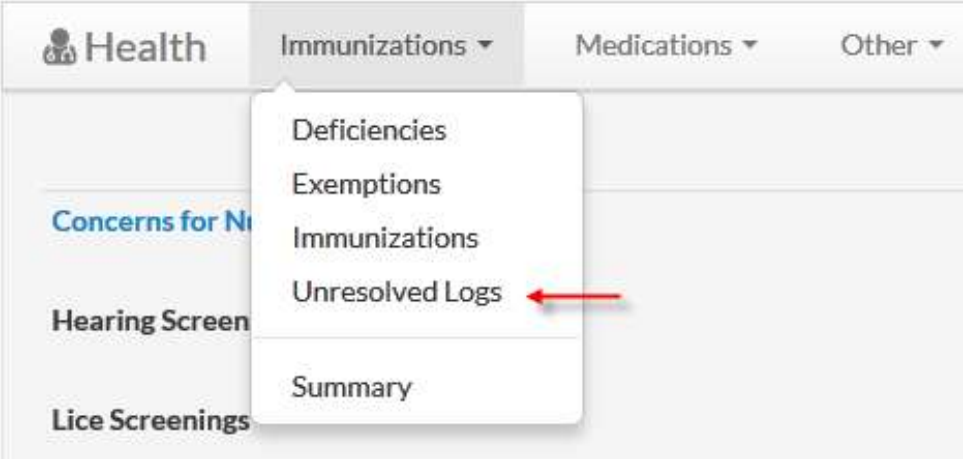
Select Immunizations then Immunizations from the dropdown, this will bring up a list of all students in the school with the documentation of their immunizations.

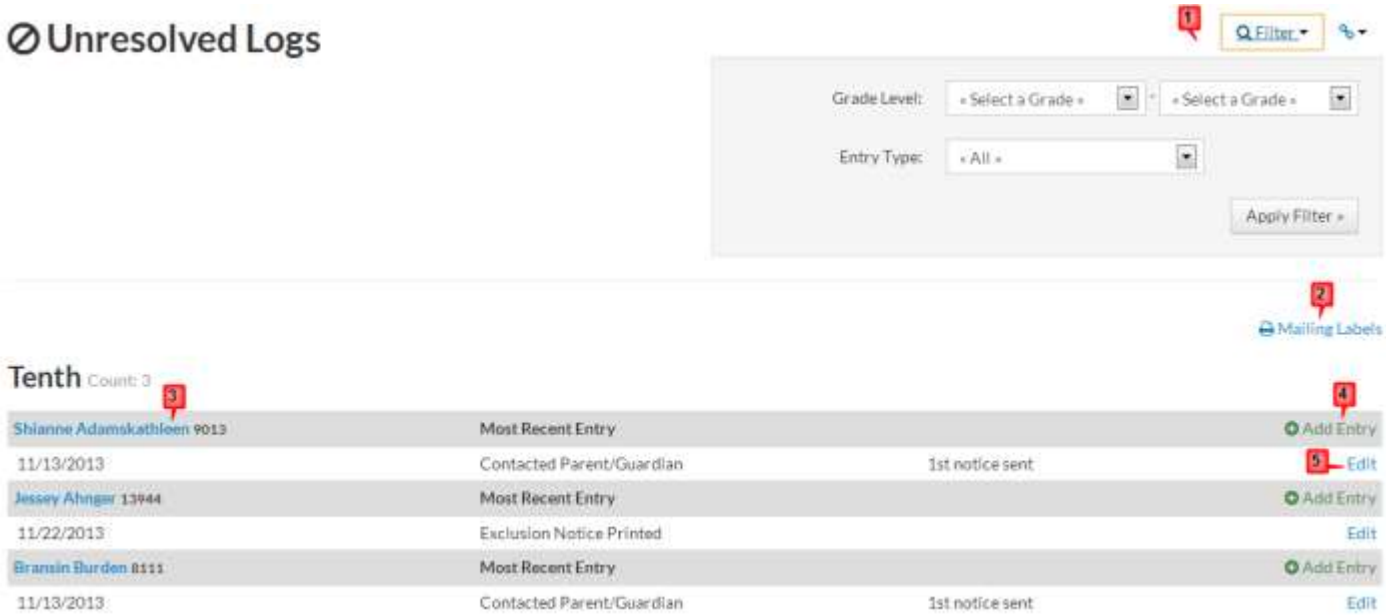


1. Once the screen appears there is a filter option you may use to help you pick and choose what you want on this list.
2. If you click on the Student name it will open the student screen.
3. This log is used to keep track of things you have done to get the students immunizations up to date. Click on Log, a new screen will open then you will select add entry.
4. Mouse over this icon and it will show you the reason the immunization is on the deficiency list.
5. If you click on Edit, a new screen opens and you may make changes for that immunization.

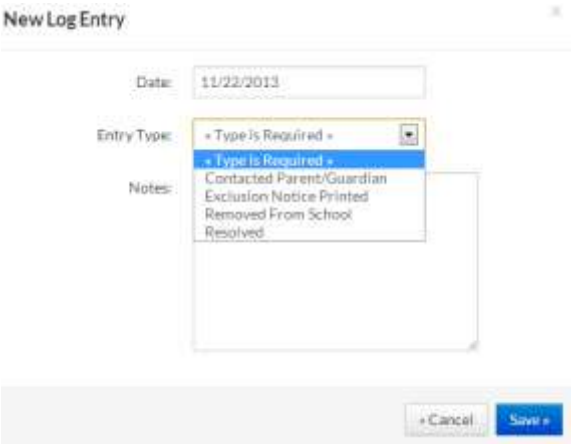
How to for Unresolved Logs

Select Immunizations then Unresolved Logs, this will bring up a list of all students that have logs that are unresolved.





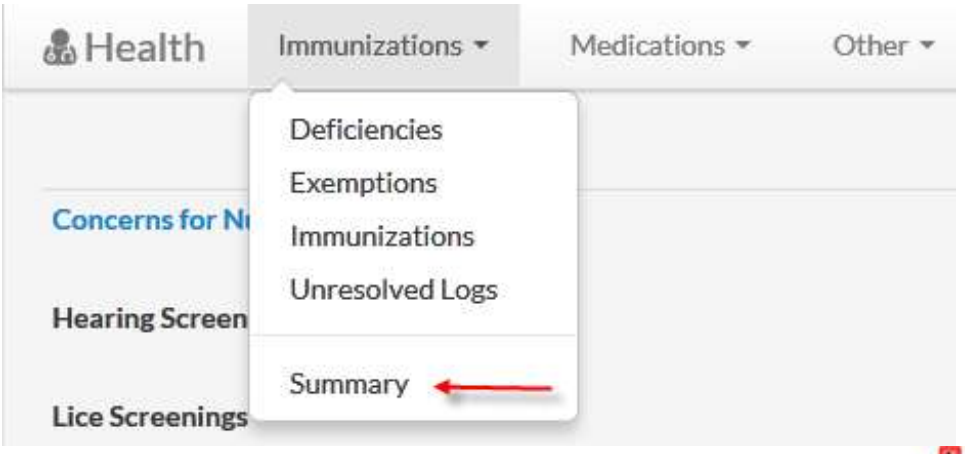
1. Once the screen appears there is a filter option you may use to help you pick and choose what you want on this list.
2. You can print Mailing Labels by clicking on this icon, it will open a new window for student mailing labels with the students from the Exemptions list already selected. Choose your options that you want and then generate the report.
3. If you click on the Student name it will open the student screen.
4. You may add a new entry by selecting this. A new screen will appear, make your entries then save.

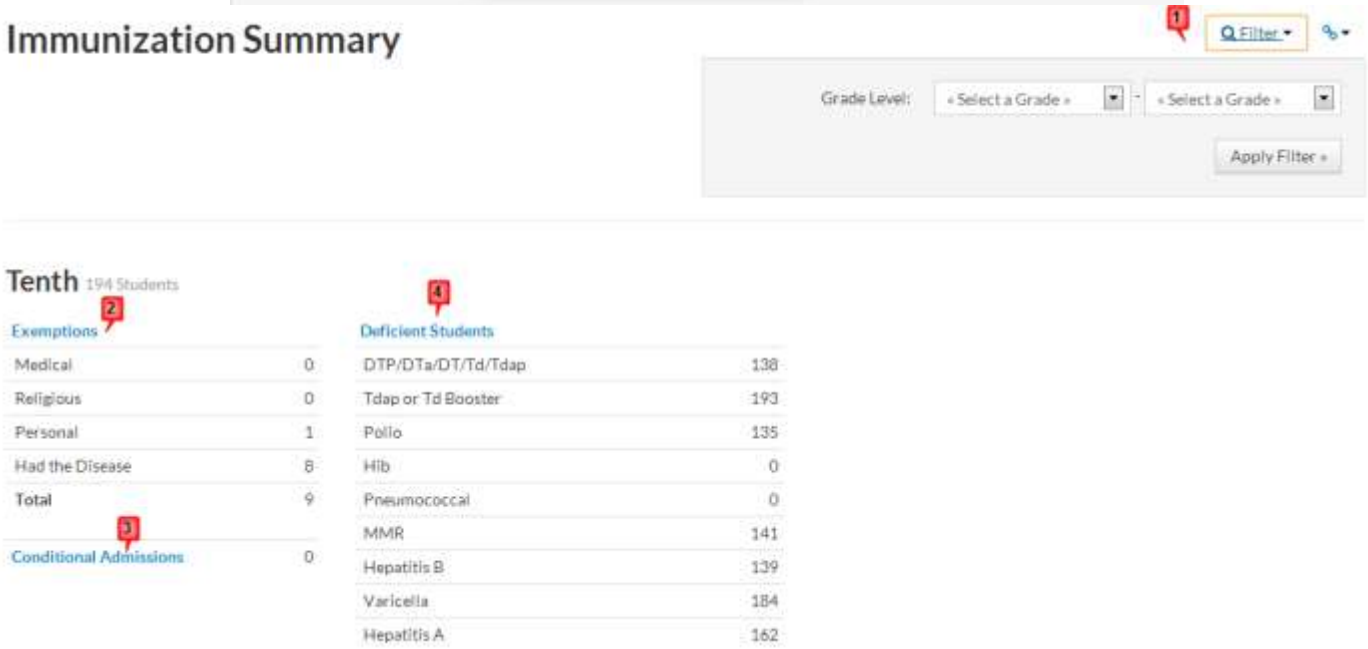


5. If you click on Edit, a new screen opens and you may make changes for that Log entry.

How to for Summary

Select Immunization then Summary, this will bring up a summary of all Immunizations broken out by Exemptions, Conditional Admissions and Deficient Students by Grade.

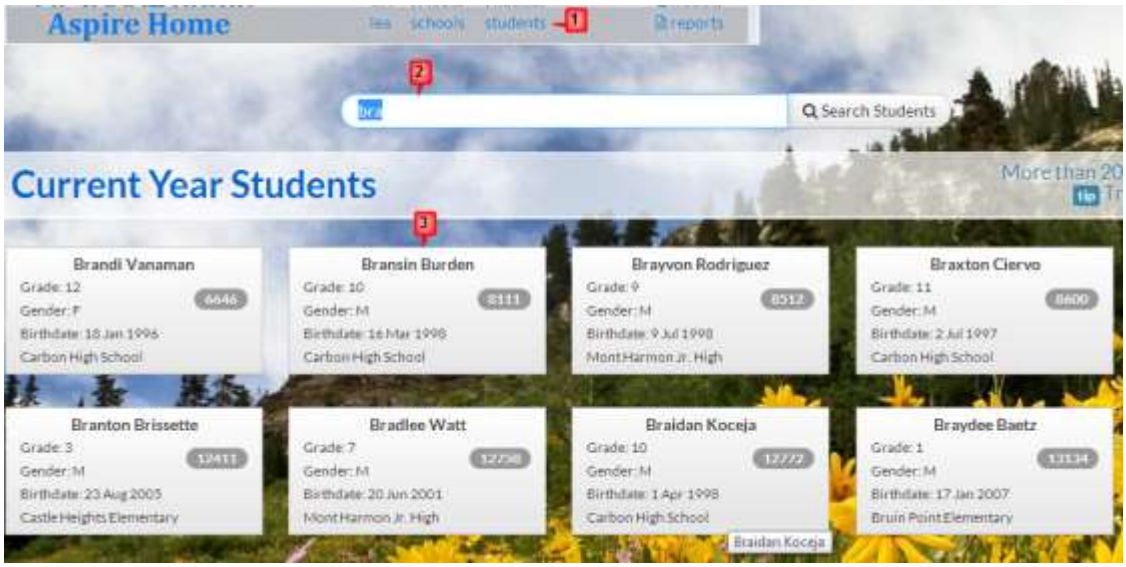




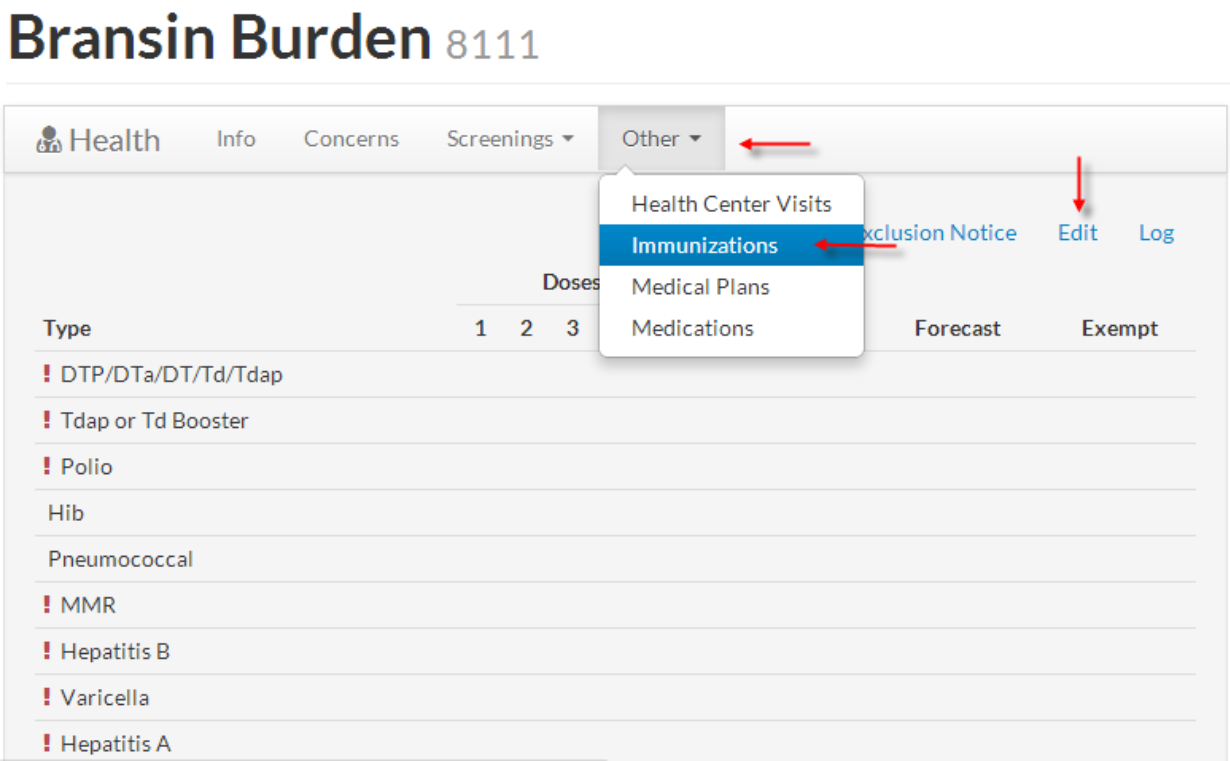
1. Once the screen appears there is a filter option that lets you filter by grade level only.
2. Click on Exemptions and it will open the Immunization Exemptions list.
3. Click on Conditional Admissions and it will open the Immunization Deficiences list with any students that have Conditional Admission marked.
4. Click on Deficient Students and it will open the Immunization Deficiencies list.

Student(s) View

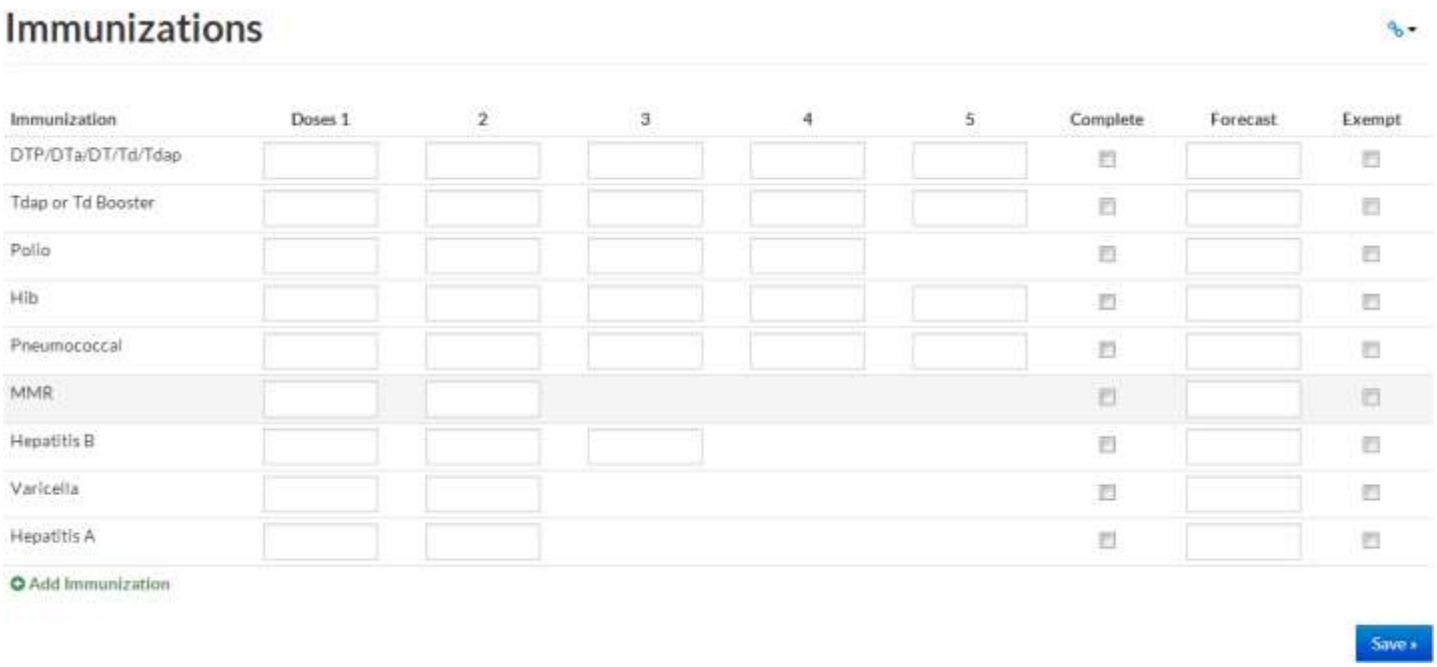
How to add student Immunizations



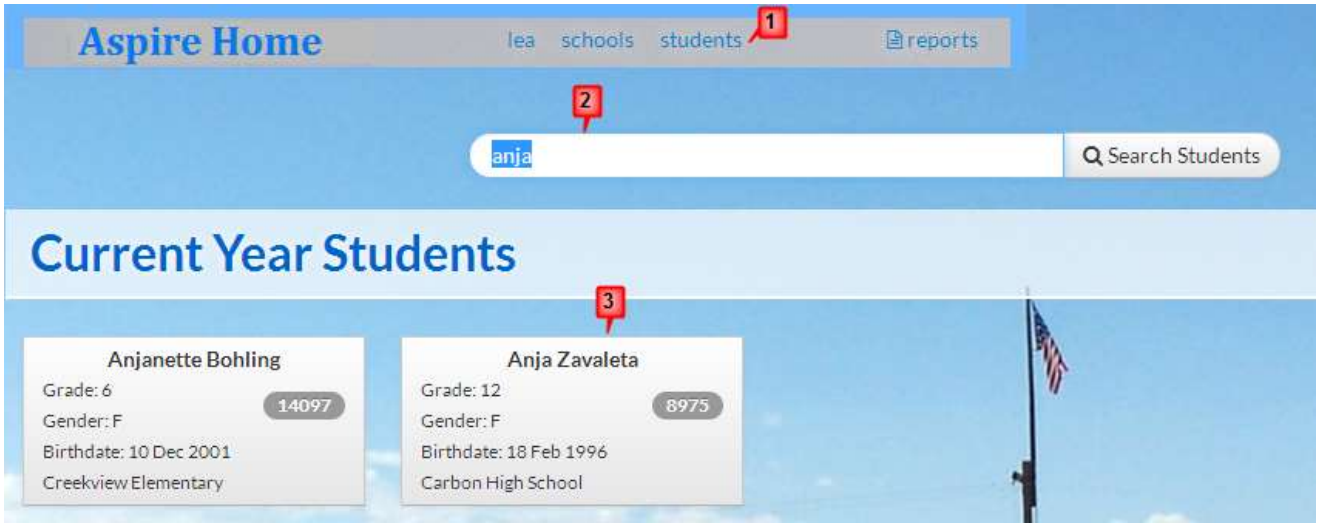
1. Select students
2. Search for the student
3. Select the student card that you want



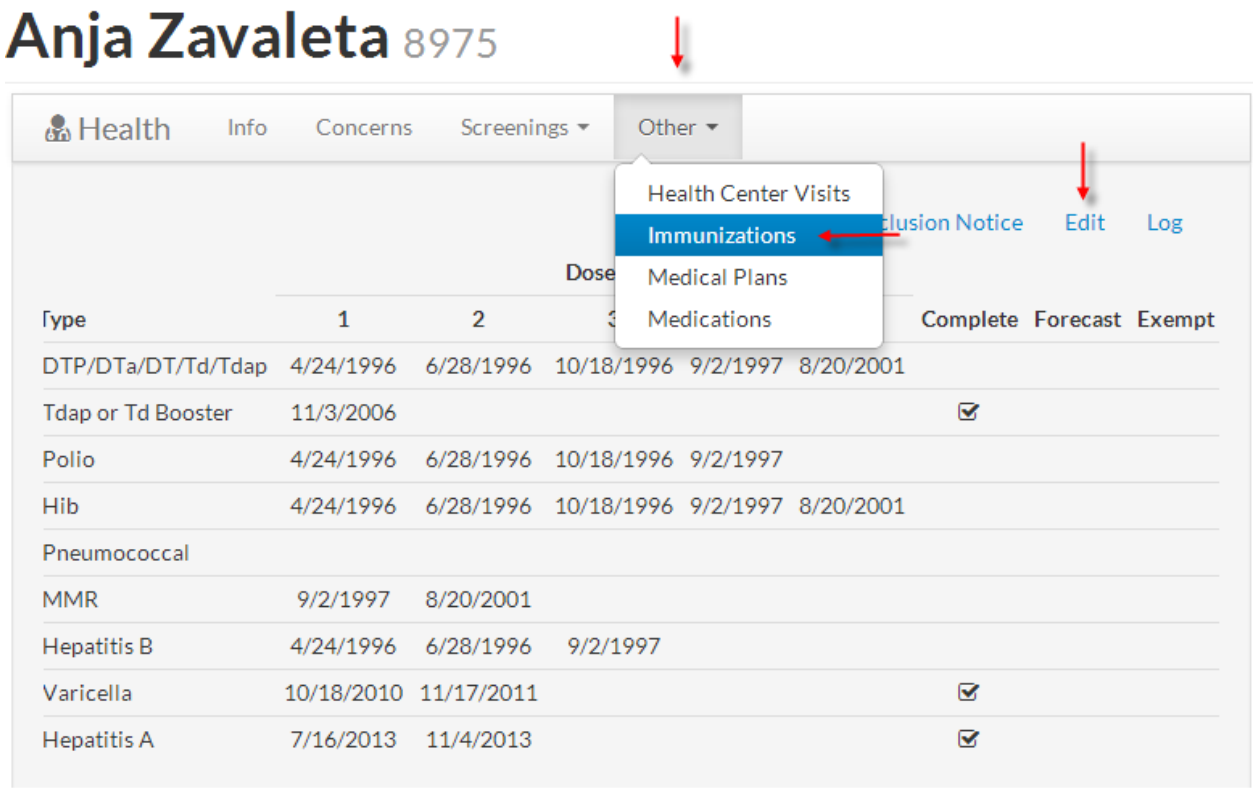
Select Other, Immunizations, a new screen will appear where you will be able to enter Immunizations. You are able to enter a forecast date, this will help so you will be able to run a report to let you know when student a needing their next shot.



How to edit student Immunizations



1. Select students
2. Search for the student
3. Select the student card that you want



Select Other, Immunizations, a new screen will appear, you will then be able to make changes.