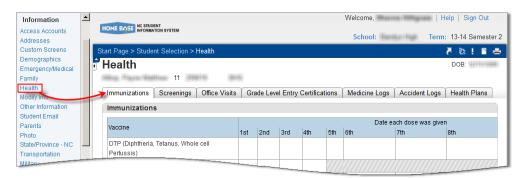# Entering Immunizations

This document provides instructions to schools on entering student immunization information.

Adding Immunization Data
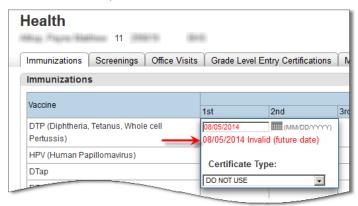
To add a student's immunization data:

> **Navigation:** Start page > Select Student > `Health`

1. Click in the appropriate box for the Vaccine and Dose.

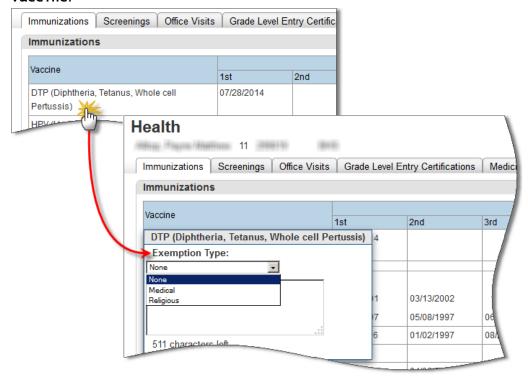   **a.** Enter the date using the format mm/dd/yyyy, or use the calendar widget to select the date.

Note: Date errors maybe displayed in red if invalid date is entered, for e.g.: future date, date prior to student's Date of birth, etc.

   b. Click out of the date menu to continue to the next step.

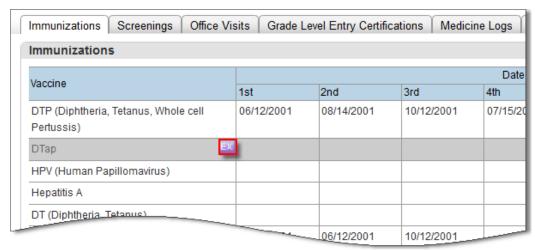   **c.** Repeat the previous step to continue entering immunization data by clicking in another vaccine/dose field.

Important: Do not use the `Certificate Type` field. This field is not used in NC.

2. If an exemption (waiver) needs to be entered for a vaccine, click the name of the **Vaccine**.

a. At the **Exemption Type** drop down menu, select the exemption type.

b. Enter a comment in the **Comment** field as needed.

c. Click out of the **Exemption Type** menu to enter the next vaccine data or proceed to Step 3.

Note: The **EX** icon in a vaccine cell indicates an exemption type was set for that vaccine within that student's immunization record.
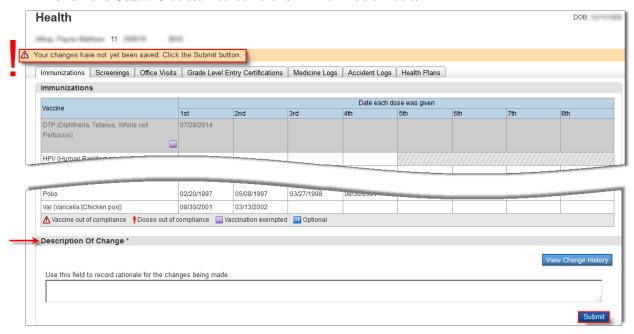
Entering Immunizations

3. Enter a description in the `Description Of Change *`field. This is a required field. Data will not be saved if this field is left blank.

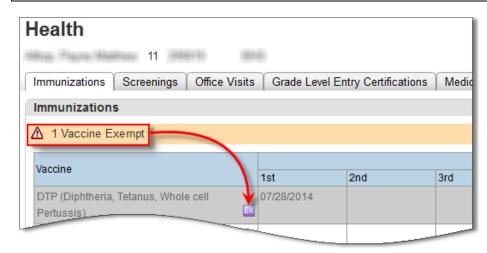**4.** Click the `Submit` button to save the immunization data.

Warning: The yellow bar at top of the immunization record indicates that the record is not saved. You must click the `Submit` button to save the student immunization data.
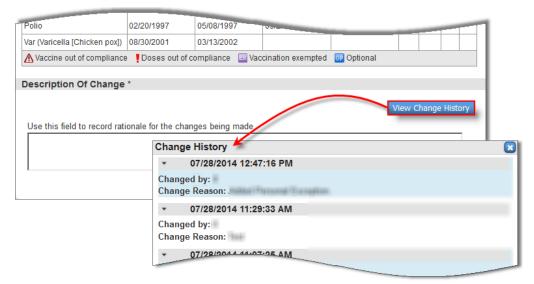
View a Student's Immunization Change History

To view a student's immunization data:

Navigation: Start page > Select Student > `Health`

Note: Any existing Exemption record(s) is indicated by a `Vaccine Exempt` notification as shown above.

1. Click the `View Change History` button to view the change history. The `Change History` screen shows:
   - Type of screening changed, for e.g.: MMR
   - Date & Timestamp of change, for e.g.: 07/25/2014 01:44:11 PM
   - Changed by, for e.g.: Nurse or Staff ID number
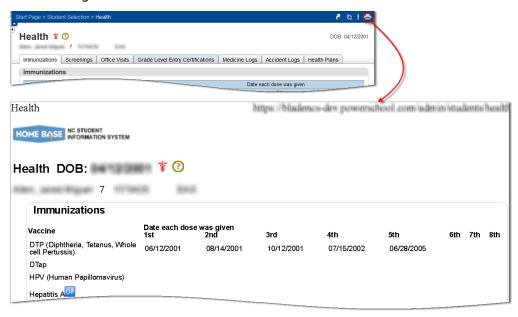   - Change Reason

Print a Student's Immunization record

To print a student's Immunization record:

1. At the student's main screening window, click the Print icon in the blue menu bar to print the student's report.

Note: Refer to your printer's configuration to adjust the layout of the printed report. This function is not configured in PowerSchool.

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