How to Enter Immunizations into Health Module

Immunizations can be entered into a student’s PowerSchool record under **Health**.

**To get there:**

1. Select a student.
2. Click **Health** under the **Information** heading on the left side.
3. Click on the **Immunizations** tab if it is not already selected.

The vaccines are listed down the left side of the page and the dose numbers across the top of the page.

* If a vaccine is optional it will be flagged with a blue box marked OP.
* If a student is exempt for religious or other reasons, the vaccine will be flagged with a purple box marked EX.

**Editing a Students Record**

1. To add or edit the date of a particular dose of a vaccine, click in the cell where the dose number and vaccine intersect.  You can type in this field or click the calendar icon to select a date from the calendar.
2. Once a date is selected, hit ENTER on your keyboard and a warning will appear that states your changes have not been saved.
3. Type in a reason why the immunization data is being changed (i.e. correcting an error, new student, etc.).
4. Click the **Submit** button at the bottom-right of the page.

**Exemptions**:

1. To mark a student exempt from a particular vaccine, click on the name of that vaccine.
2. A pop-up box will appear with a drop-down.  Click on the reason for exemption (i.e. Conditional, Medical Permanent, Titer or Religious).  In the Comment box, note that you have documentation.
3. Titer is used when a student has lab work proving they are immune to the disease. Or, titer is used if a student had a disease – such as chicken pox. This requires a medical note. Put date of disease in comment section. (Ex: Chicken Pox disease 2/10/2014)
4. Once a type is selected, hit ENTER on your keyboard and a warning will appear that states your changes have not been saved.
5. Type in a reason why the immunization data is being changed (i.e. correcting an error, new student, etc).
6. Click the **Submit** button at the bottom-right of the page.