



## School Health Report Instructions

The Indiana Department of Education (IDOE) requires the School Health Report for all public and charter schools. Instructions for completing the report are as follows:

### Accessing the Report

- 1. Obtain the “School Health” Role:** In order to have access to the School Health Report, school staff must be assigned the role of “School Health” by the school data security coordinator. School staff responsible for completing the School Health Report should contact their technology department and ask to be assigned the “School Health” role. Questions on assigning this role can be sent to [link@doe.in.gov](mailto:link@doe.in.gov).
- 2. Log into the LINK Portal:** Once the “School Health” role has been assigned, the Report may be accessed via the LINK Portal. Schools enter the [LINK Portal](#) via their school Google or Microsoft Account. The “IDOE | Identity” Box will appear when logging in.

Click on either the Google or Microsoft sign-in box, enter your school email address and password, and click “Sign In.”

Instructions for signing into “IDOE | Identity” can be found [here](#). If you need help signing into your school Google or Microsoft account, please contact your data security coordinator; questions can also be sent to [link@doe.in.gov](mailto:link@doe.in.gov).

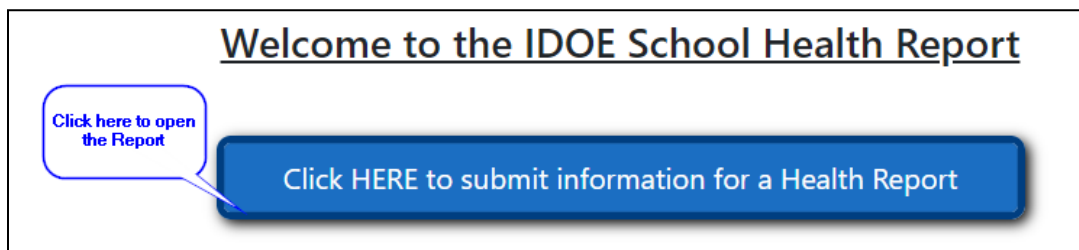
- 3. Locate the “School Health Report” Tile:** Once in the LINK Portal, locate the School Health Report tile by using the Search box and adding it to your favorites by clicking on the gold star.



Click on the tile and the “Welcome Page” to the School Health Report should appear. The report will be open April 1 – June 15.

### Completing the Report

- 1. Open the Report:** Click on the blue box, shown below, to open the report.





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- 2. Locate Your School:** Your corporation should automatically populate in the box to the left. Click on the down arrow in the right box and select the school for which you would like to complete a report.

**School Health Report**

Select School to Begin Report

Corporation Name:

School Name:

Your school corporation should automatically populate.

Click on the down arrow to select the school you would like to complete a report for.

- 3. Complete Section 1 – Contact Information:** For many, your contact information will automatically populate when the report is opened. If this does not occur, complete at least one section of the report and “Submit” data for this section. Your contact information should automatically populate once data has been submitted for at least one section and a green “Submission Successful” note is displayed.

**Contact Information**

| Position Title | Title | First Name | Last Name | Phone | Email |
|----------------|-------|------------|-----------|-------|-------|
|                |       |            |           |       |       |

- 4. Complete Section 2 – Modified Clinical Technique (MCT):** This section will only be visible for schools with students in kindergarten or first grade. Click on the “Enter Data” box to enter your MCT information. Once you click on the “Enter Data” box, another box will open.

**Modified Clinical Technique**

MCT data has not been submitted. Please enter this data to complete your report.

| Grade | Waiver Granted | Number of Students Tested |
|-------|----------------|---------------------------|
|       |                |                           |

Enter Data

Click here to enter your MCT Data

**Modified Clinical Technique Reporting**

Schools are required to complete the MCT Screening for students in kindergarten or first grade. Please select the grade your school chose and complete the appropriate information.

Grade: \*

Please note that either the MCT Waiver Granted box or the number of Total Students tested must be completed before the Submit button will be activated.

MCT testing was not completed, a waiver was requested, and the MCT waiver request was granted by the IDOE.

MCT Waiver Granted

MCT testing was completed and the number of students tested for MCT was:

Total Students: \*

Submit



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Select the grade (kindergarten or first), and if a waiver was requested, check the “MCT Waiver Granted” box. If the MCT screening was completed, enter the number of students screened. Then click “Submit.” All errors must be corrected in order to complete the submission. A green “Submission Successful” note will display once the submission has been accepted and the red “MCT data has not been submitted. Please enter this data to complete your report” note at the top of this section will disappear.

## Example 1. School that received a waiver for kindergarten students

The screenshot shows a web form titled "Modified Clinical Technique Reporting". The form includes a dropdown menu for "Grade" set to "Kindergarten". A blue note states: "Please note that either the MCT Waiver Granted box or the number of Total Students tested must be completed before the Submit button will be activated." Below this, it says "MCT testing was not completed, a waiver was requested, and the MCT waiver request was granted by the IDOE." The "MCT Waiver Granted" checkbox is checked. The "Total Students" field contains the number "0". A blue "Submit" button is visible, and a green banner at the bottom displays "Submission Successful!".

## Example 2. School who completed the MCT screening for first grade students

The screenshot shows the same "Modified Clinical Technique Reporting" form, but with "Grade" set to "First". The "MCT Waiver Granted" checkbox is unchecked. The "Total Students" field contains the number "100". A blue "Submit" button is visible, and a green banner at the bottom displays "Submission Successful!". A blue callout box in the upper right corner points to the "X" in the window's title bar and contains the text: "Once you receive the 'Submission Successful' message, click on the 'X' to exit this box".

Click the “X” in the upper right corner to exit. If you have another grade to enter, click on the “Enter Data” box again and repeat the process. A waiver for both grades is not necessary, but if the school has students in grades kindergarten or first, the MCT section must be completed for at least one of these grades.

All errors must be corrected in order to complete the submission. A green “Submission Successful” note will display once the submission has been accepted.



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**5. Complete Section 3 – Student Health Information:** In this section, only the grades that are in a particular school will be shown (i.e., if completing a report for a high school, only columns for grades nine through 12 will appear). If grades appear that are not in your school, please ask your data security coordinator to notify IDOE of this issue.

To submit data, all mandatory fields must be completed at one time. The boxes outlined in red are mandatory fields and a number must be entered in each of these boxes, or an error message will appear. If any error exists, data will not be saved.

Once you complete the grid, click on the “Save Data” button at the bottom right corner of the chart. If all data has been entered correctly, all numbers add up correctly and all mandatory fields have been completed, a green “Submission Successful!” note will display and the red “**Student Health Information data has not been submitted. Please enter this data to complete your report.**” note at the top of the chart will disappear.

When entering a number, “0” cannot be deleted – instead, type over it, hit the tab button, and enter the next number. Once the first number has been entered, data can easily be entered across a row.

| Students Health Information |    |   |   |
|-----------------------------|----|---|---|
| Tests                       | KG | 1 | 2 |
| # Total Students            | 50 | 0 | 0 |
| # Vision Tested             | 0  |   |   |
| # Passed Vision             | 0  |   |   |
| # Failed Vision             | 0  |   |   |
| # Borderline Vision         | 0  | 0 | 0 |

When entering numbers, you cannot back space to delete the "0". Just type over the "0" to enter your number.

**Example 3. K-12 building, all grades are listed, and all mandatory fields are outlined in red**

| Students Health Information   |    |   |   |   |   |   |   |   |   |   |    |    |    |       |
|---|----|---|---|---|---|---|---|---|---|---|----|----|----|-------|
| Student Health Information data has not been submitted. Please enter this data to complete your report. |    |   |   |   |   |   |   |   |   |   |    |    |    |       |
| Tests   | KG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
| # Total Students  | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| # Vision Tested   | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| # Passed Vision   | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| # Failed Vision   | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| # Borderline Vision   | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| # Hearing Tested  | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| # Passed Hearing  | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| # Failed Hearing  | 0  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |



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Note: Initially, vision boxes under kindergarten or first grade are not highlighted in red as mandatory. However, vision data must be entered for at least one of these grades to receive a “Submission Successful” notification.

**Example 4. Vision data was not entered for either kindergarten or first grade and an error message was received.**

| Students Health Information   |    |    |    |    |    |    |    |    |    |    |    |    |    |       |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| Student Health Information data has not been submitted. Please enter this data to complete your report. |    |    |    |    |    |    |    |    |    |    |    |    |    |       |
| Tests   | KG | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | Total |
| # Total Students  | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 650   |
| # Vision Tested   | 0  | 0  | 0  | 50 | 0  | 50 | 0  | 0  | 45 | 0  | 0  | 0  | 0  | 145   |
| # Passed Vision   | 0  | 0  | 0  | 30 | 0  | 35 | 0  | 0  | 40 | 0  | 0  | 0  | 0  | 105   |
| # Failed Vision   | 0  | 0  | 0  | 10 | 0  | 15 | 0  | 0  | 4  | 0  | 0  | 0  | 0  | 29    |
| # Borderline Vision   | 0  | 0  | 0  | 10 | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 11    |
| # Hearing Tested  | 0  | 45 | 0  | 0  | 47 | 0  | 0  | 50 | 0  | 0  | 50 | 0  | 0  | 192   |
| # Passed Hearing  | 0  | 40 | 0  | 0  | 43 | 0  | 0  | 48 | 0  | 0  | 50 | 0  | 0  | 181   |
| # Failed Hearing  | 0  | 5  | 0  | 0  | 4  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 11    |

**Submission Failed!**  
Submission errors listed below.

- Kindergarten or First Grade # Vision Tested is required!

**Example 5. First grade vision data was entered, the red error message “Student Health Information data has not been submitted. Please enter this data to complete your report.” at the top of the page disappeared, and the report was successfully submitted.**

| Students Health Information |    |    |    |    |    |    |    |    |    |    |    |    |    |       |
|-----------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| Tests                       | KG | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | Total |
| # Total Students            | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 650   |
| # Vision Tested             | 0  | 49 | 0  | 50 | 0  | 50 | 0  | 0  | 45 | 0  | 0  | 0  | 0  | 194   |
| # Passed Vision             | 0  | 38 | 0  | 30 | 0  | 35 | 0  | 0  | 40 | 0  | 0  | 0  | 0  | 143   |
| # Failed Vision             | 0  | 10 | 0  | 10 | 0  | 15 | 0  | 0  | 4  | 0  | 0  | 0  | 0  | 39    |
| # Borderline Vision         | 0  | 1  | 0  | 10 | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 12    |
| # Hearing Tested            | 0  | 45 | 0  | 0  | 47 | 0  | 0  | 50 | 0  | 0  | 50 | 0  | 0  | 192   |
| # Passed Hearing            | 0  | 40 | 0  | 0  | 43 | 0  | 0  | 48 | 0  | 0  | 50 | 0  | 0  | 181   |
| # Failed Hearing            | 0  | 5  | 0  | 0  | 4  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 11    |

Submission Successful!



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## Example 6. K-6 building with error messages

**Students Health Information**

Student Health Information data has not been submitted. Please enter this data to complete your report.

| Tests               | KG | 1   | 2 | 3  | 4  | 5   | 6  | Total |
|---------------------|----|-----|---|----|----|-----|----|-------|
| # Total Students    | 75 | 100 | 0 | 75 | 75 | 100 | 50 | 475   |
| # Vision Tested     | 0  | 0   | 0 | 75 | 0  | 99  | 0  | 174   |
| # Passed Vision     | 0  | 0   | 0 | 70 | 0  | 90  | 0  | 160   |
| # Failed Vision     | 0  | 0   | 0 | 0  | 0  | 0   | 0  | 0     |
| # Borderline Vision | 0  | 0   | 0 | 0  | 0  | 9   | 0  | 9     |
| # Hearing Tested    | 0  | 98  | 0 | 0  | 75 | 0   | 0  | 173   |
| # Passed Hearing    | 0  | 90  | 0 | 0  | 74 | 0   | 0  | 164   |
| # Failed Hearing    | 0  | 8   | 0 | 0  | 5  | 0   | 0  | 13    |

**Submission Failed!**

Submission errors listed below.

1. Second grade # Total Students is a required field!
2. Kindergarten or First Grade # Vision Tested is required!
3. Third grade Passed Vision, Third grade Failed Vision, and Third grade Borderline Vision must be equal to Third grade Vision Tested!
4. Fourth grade Passed Hearing and Fourth grade Failed Hearing must be equal to Fourth grade Hearing Tested!

## Example 7. Errors corrected, and data successfully submitted

**Students Health Information**

| Tests               | KG | 1   | 2  | 3  | 4  | 5   | 6  | Total |
|---------------------|----|-----|----|----|----|-----|----|-------|
| # Total Students    | 75 | 100 | 75 | 75 | 75 | 100 | 50 | 550   |
| # Vision Tested     | 0  | 100 | 0  | 75 | 0  | 99  | 0  | 274   |
| # Passed Vision     | 0  | 80  | 0  | 70 | 0  | 90  | 0  | 240   |
| # Failed Vision     | 0  | 10  | 0  | 5  | 0  | 0   | 0  | 15    |
| # Borderline Vision | 0  | 10  | 0  | 0  | 0  | 9   | 0  | 19    |
| # Hearing Tested    | 0  | 98  | 0  | 0  | 75 | 0   | 0  | 173   |
| # Passed Hearing    | 0  | 90  | 0  | 0  | 74 | 0   | 0  | 164   |
| # Failed Hearing    | 0  | 8   | 0  | 0  | 1  | 0   | 0  | 9     |

Submission Successful!

Data may be changed and resubmitted at any time before the report closes on June 15. The new data will be saved as long as the "Save Data" box has been clicked and the "Submission Successful!" message is received.



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Once a green “Submission Successful” note appears in the required sections (MCT and Student Health Information), and the red notes above these two sections are no longer visible, the report has been completed.

**Modified Clinical Technique**

| Grade | Waiver Granted | Number of Students Tested |
|-------|----------------|---------------------------|
| 01    | No             | 49                        |

[Edit](#) | [Delete](#)

**Students Health Information**

| Tests               | KG | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | Total |
|---------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| # Total Students    | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 650   |
| # Vision Tested     | 0  | 49 | 0  | 50 | 0  | 50 | 0  | 0  | 45 | 0  | 0  | 0  | 0  | 194   |
| # Passed Vision     | 0  | 38 | 0  | 30 | 0  | 35 | 0  | 0  | 40 | 0  | 0  | 0  | 0  | 143   |
| # Failed Vision     | 0  | 10 | 0  | 10 | 0  | 15 | 0  | 0  | 4  | 0  | 0  | 0  | 0  | 39    |
| # Borderline Vision | 0  | 1  | 0  | 10 | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 12    |
| # Hearing Tested    | 0  | 45 | 0  | 0  | 47 | 0  | 0  | 50 | 0  | 0  | 50 | 0  | 0  | 192   |
| # Passed Hearing    | 0  | 40 | 0  | 0  | 43 | 0  | 0  | 48 | 0  | 0  | 50 | 0  | 0  | 181   |
| # Failed Hearing    | 0  | 5  | 0  | 0  | 4  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 11    |

Submission Successful!

If you have only one school to report on, you may exit the School Health Report. To complete a report for another school in your district, please go to the top of the screen to select another school.

**School Health Report**

Select School to Begin Report

Corporation Name

School Name

Click on the down arrow to select and complete the Report for another school

The report will close on June 15. Data may be edited and resubmitted, as needed, prior to this date.

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