



School Health Report Instructions

Steps for completing and reporting vision and hearing data for all public and charter schools are outlined below.

Complete Vision Screening

1. Public and charter schools are responsible for conducting near and distant visual acuity screenings for both in-person and virtual learners in kindergarten or first grade, students in third, fifth, and eighth grades, as well as students suspected of having a visual deficit.
2. Schools with students in kindergarten or first grade are also required to obtain the services of an optometrist or ophthalmologist to conduct a Modified Clinical Technique (MCT) screening for students in kindergarten or first grade. If schools are unable to locate a licensed eye professional, regional optometrists are available and schools are encouraged to contact their [regional liaison](#) for assistance. After making attempts to comply with the MCT vision screening requirement, if schools are unable to locate a licensed eye professional, a waiver can be requested by completing this [form](#). Schools **cannot** submit a waiver for the near and distant vision screening requirements.

Complete Hearing Screening

1. Public and charter schools are responsible for conducting hearing screenings for both in-person and virtual learners in first, fourth, seventh, and tenth grades, as well as students suspected of having a hearing deficit.

Access the Report

1. Contact your school data security coordinator to obtain the "School Health" role.
2. Log into the [LINK Portal](#) via the 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."
3. Locate the "School Health Report" tile.
4. For schools having difficulty accessing the School Health Report, questions may be sent to LINK@doe.in.gov.

Complete the Report

Collect the school's MCT screening, visual acuity screening, and hearing screening data for the required grades as **all data must be entered at one time** in order for your School Health Report to submit successfully.

1. Open the School Health Report

- a. Once in the LINK Portal, locate the School Health Report tile on your dashboard. If this tile does not appear, questions may be sent to LINK@doe.in.gov.
- b. Click on the tile, and the “Welcome Page” to the School Health Report should appear.
- c. Click on the blue box that states “Click HERE to submit information for a Health Report” to open the report.

2. Select a School

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

3. Complete Section 1 – Modified Clinical Technique (MCT) Vision Testing by an Optometrist or Ophthalmologist for Students in Kindergarten or First Grade

- a. Only schools with students in kindergarten or first grade will see the MCT section.
- b. Schools with students in kindergarten or first grade must have either obtained the services of a licensed eye professional to complete the MCT screening or been granted an MCT waiver from the Indiana Department of Education (IDOE).
- c. Click the “Enter Data” box in the lower right corner to open this section.
- d. Select the grade (i.e., kindergarten or first).
- e. If a waiver was requested and granted, check the “MCT Waiver Granted” box.
- f. If the MCT screening was completed, enter the number of students screened by a licensed eye professional.
- g. Click the blue “Submit” button.
- h. If your data has been submitted correctly, a green “Submission Successful” note will display at the bottom of the box.
- i. Once you have successfully submitted your MCT data, click the “X” in the upper right corner of the box to exit. If you have both kindergarten and first grade to enter, click on the “Enter Data” box and repeat the process.
- j. If you have successfully completed the MCT section, the vision and hearing chart will appear.
- k. **The vision and hearing chart will not appear until a grade has been selected, either the “MCT Waiver Granted” box is checked or the number of Total Students tested has been entered, and you receive the green “Submission Successful” message in the bottom left corner.**

4. Complete Section 3 – Student Health Information (Vision and Hearing Screening Data)

- a. To submit data, all mandatory fields (outlined in gold) must be completed.
- b. Below are the categories of vision and hearing data, along with the definitions for each category.
- c. Once data has been entered, click on the “Save Data” button. If any errors exist, the mandatory fields with an error will now be outlined in red, and a red error message

will appear below the chart.

- d. Correct all errors and click on the “Save Data” button until all errors have been corrected and you receive a green “Submission Successful” message at the bottom of the page.

CATEGORY	DEFINITION
# Total Students	Total number of students at the time the screening took place or total number of students at the time the report is completed.
# Vision Screened	Total number of students vision screened.
# Vision Screened - Passed	Total number of students who passed vision screening; includes both in-person and virtual students who were screened.
# Vision Screened - Failed	Total number of students who failed vision screening; includes both in-person and virtual students who were screened. Parents must be notified of the results of the screening along with a referral for further evaluation by a healthcare provider.
# Vision Screened – Referred; Unable to Determined Pass/Fail	Total number of students the screening personnel attempted to screen but a pass or fail could not be determined; includes both in-person and virtual students who were unable to understand and/or follow directions, unable to complete the screening due to a disability or had a borderline result. Parents must be notified that the screening was not completed along with a referral for further evaluation by a healthcare provider.
# Not Vision Screened – Other	Total number of students who were not screened due to a documented blindness in both eyes, the parent notified the school they were declining to have their child screened, or virtual students who were offered, but did not attend a screening opportunity; includes both virtual and homebound students.
# Hearing Screened	Total number of students hearing screened.
# Hearing Screened - Passed	Total number of students who passed hearing screening; includes both in-person and virtual students who were screened.
# Hearing Screened - Failed	Total number of students who failed hearing screening; includes both in-person and virtual students who were screened. Parents must be notified of the results of the screening along with a referral for further evaluation by a healthcare provider.

# Hearing Screened – Referred; Unable to Determine Pass/Fail	Total number of students the screening personnel attempted to screen but a pass or fail could not be determined; includes both in-person and virtual students who were unable to understand and/or follow directions, unable to complete the screening due to a disability or had a borderline result. Parents must be notified that the screening was not completed along with a referral for further evaluation by a healthcare provider.
# Not Hearing Screened – Other	Total number of students who were not screened due to a documented hearing loss in both ears, the parent notified the school they were declining to have their child screened, or virtual students who were offered, but did not attend a screening opportunity; includes both virtual and homebound students.

Notes

To submit data, all mandatory fields must be completed at one time. The boxes outlined in gold are mandatory fields and a number must be entered in each of these boxes. If there is an error when submitting your data, the boxes with the error will change to red and an error message will appear. If any error exists, data will not be saved.

For the report to submit successfully, the # Vision Screened must = # Vision Passed + # Vision Failed + # Vision Referred. Students in the # Not Vision Screened – Other category should not be included in the # Vision Screened as you did not screen these students. This same rule applies to the hearing screening data.

Data may be changed and resubmitted at any time before the report closes on the last Friday in April. The new data will be saved as long as the “Save Data” box has been clicked and the green “Submission Successful” message is received.

If all data has been entered correctly, all numbers add up correctly, all mandatory fields have been completed, a green “Submission Successful” note appears below the chart, no red error messages are visible and a box stating “Submission Successful! You have successfully completed the School Health Report for this school. You may now complete the School Health Report for another school or exit this report.” appears, the report has been completed. 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.