

CHIRP School Nurse Module – School Roster Functions



July 15, 2026

Students are automatically rolled to the next grade level on July 1 each year. However, CHIRP does not change schools for students when they “graduate” (or transfer) from one school to the next. You can move several students from one grade to another at one time using the **school roster** in CHIRP, but you cannot use this function to change schools.

1. After logging into CHIRP, select your school.
2. In the **schools** menu on the left, select **roster**.

Fields in **red** must be selected to view your roster. You can further narrow the roster by grade level.

School Roster Menu	
Limit Report By	
☒ School	IDOH TEST SCHOOL
☐ Grade	--select--
Series	--select--
Sort By	First Name

Export Roster View Roster

All reports can be sorted by last name, first name, or grade.

Click “**view roster:**”

School Roster Menu	
Limit Report By	
☒ School	IDOH TEST SCHOOL
☐ Grade	--select--
Series	--select--
Sort By	First Name
	First Name
	Last Name
	Grade

Export Roster View Roster

What can be done in the School Roster?

- Move individual students to a different grade within the school (line by line) using the **move to** box.
- Move all students to a different grade within the school using the **move all to** option at the

bottom of the roster.

- Remove individual students from the school using the check box in the **remove** column.
- Remove all students from the roster using the **select all** button.
- **Add new students**: This button will redirect you to the **patient search** screen.
- To save your changes, click the **save roster updates** button. **You must do this or your changes will be lost.**

