

CHIRP School Nurse Module – Adding a Student to Your Roster



July 22, 2026

What is the school roster?

All schools are required to report immunization data to the Indiana Department of Health by the first Friday in February. Students must be added to your school roster to be included on the school reports.

Active parent permission is required for school nurses to submit immunization records into the registry to comply with the Family Educational Rights and Privacy Act (FERPA). A sample waiver can be found [here](#).

How do I add a student to my roster?

- Search for the student. You can either search by exact name and birth date (ex. Test Test, 07/22/2016) or by initials ending in wildcard (%) and birth date (T% T%, 07/22/2016). Click on **Search** to get a list of potential matches.

Patient Search			
First Name or Initial:	T%	SIIS Patient ID:	
Last Name or Initial:	T%	Student ID:	
Birth Date:	07/22/2016		
Family and Address Information:			
Guardian First Name:			
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	
Country:	United States		
☐ Check here if adding a new patient.			
			Clear Search

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

- Find and select your student from the list. Once selected, you will be taken to the **Patient Detail** screen. Here you will be able to add the correct:
 - Grade level
 - School
 - Set a school entry date
- Once you have added the necessary information, you should:
 - Check the box **'Include on Reports.'** Signed consent is required to include a student in reports even if the student has an existing CHIRP record.
 - Click update

School Reporting			
School:	IDOH TEST SCHOOL	Grade Level:	5th
School Entry Date:	07/22/2021	Include on Reports:	☒
		Primary:	☐
Add School			
		Cancel Edit Update	