

New General Information Screen: Schools & Childcares

10/6/2011

PERSON RECORD: General Information

After a search, the **General Information** screen is displayed. Information on this screen needs to be verified to make sure that the correct student has been found. Although some information is read-only, most of it can be modified by clicking one of the two Edit links. This screen shows the child's Person Information, School/Childcare Information and two important Buttons (**Unlock Person**, and **Take Off Roster**).

General Information				Person: Test, Address	Print	Print Help
				Birth Date: 01/01/2001	Print Label	Home Exit
				School: Incomplete	View	
Person	Sch/CC	Imp/Exp	My Site	Admin	Reports	Other
Add/Find	Roster	Add Imm	Information	Status	History	
<p>School/Childcare: shows the child's immunization status of Complete, Incomplete, Provisional or Waivered</p>						
Person Information				MCIR ID : 16634972194		
Name:	Test, Address	Birthdate:	01/01/2001	Gender:	Male	
		Age:	10 Years 9 Months			
Mom's Maiden Nm:		Phone (Edit) :	(269) 345-5555	Edit Phone popup		
Address (Edit) :	3000 Universe Way Kalamazoo, MI 49006			Edit Address popup		
Country:	United States	County:	Kalamazoo	Address Updated:	10/06/2011	
School/Childcare						
Edit	Edit School/Childcare Information popup					
Student ID:	Grade:	No Grade	Report Period:	November 2011		
Last Physical Date:	Language:	English				
<input type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Vision Screened	<input type="checkbox"/> Roundup			
<p>Click Take Off Roster button to remove this student from your Roster</p>				<p>Click Unlock Person button to release this record for viewing by other users</p>		
Take off Roster				Unlock Person		

Click on the Address **Edit** link to update the Address.

- Updating an Address will cause the child's immunization status to be reassessed.

Click on the Phone **Edit** link to update the Phone.

Click on the School/Childcare **Edit** link to update: Student ID, Grade, Report Period, Last Physical Date, Language, McKinney-Vento Act, Birth Certificate, Vision Screened, Hearing Screened (Childcare sites only), or Roundup (available for Schools only from January 1st through July 31st).

YOU CANNOT EDIT: Name, Birthdate, Gender, Mom's Maiden Name

The **Person Information** area shows the parent/guardian address. This is where Letters to Parents will be addressed. **Click the Address [Edit](#) link to update this information.** The Edit Address Popup window will appear (see below). Update the address in the popup window. Make sure to click on the **Submit** button to save your changes.

Edit Address

Address Details

Country: United States

Street: 222 N Main St

City: Marshall State: MI Postal Code: 49068

County: Calhoun

Submit Cancel

If the new address is not valid according to U.S. Postal Service rules, you will see this message at the top of the General Information Screen:



To update the phone number, click the **Phone [Edit](#) link**. The **Edit Phone popup** will appear. After updating the phone number, click the **Submit** button to save changes.

Edit Phone

Phone

(269) 345 - 5555

Submit Cancel

The **School/Childcare** area allows you to view the following information about a student:

1. **Student ID** - Text or numerical-based number given to the student by their school or childcare center. Using student IDs is highly recommended and helps you uniquely identify the student you are looking for.
 2. **Grade** – The grade in which the Person is currently enrolled. (C for Childcare/Preschools, DK-12 for Schools, Alternative Education, Special Education, Adult Education, Career and Technical Preparation and State Agency).
 3. **Reporting Period** – This is where the current Report Period is entered.
 4. **Last Physical Date** – Date of last physical exam within the last 12 months. This is required for Childcare and Head Start programs.
 5. **Language** – Choose English (defaulted) or Spanish.
 6. **McKinney-Vento Act** – this box may be checked for children who are homeless. Please verify this information with your local Health Department before checking this box.
 7. **Birth Certificate** – Required at time of school enrollment.
 8. **Vision Screened** – All Kindergarteners need to be vision screened.
 9. **Hearing Screened** – Only Childcare sites will see this option.
 10. **Roundup** - Only School sites will see this option. These are children that will be attending Kindergarten the following fall. Children marked with the Roundup flag will automatically be promoted to Kindergarten on the first Friday of August. The Roundup checkbox is turned off July 31st every year.
- **NEW in Fall 2011: to update any of these items, you must click on the [School/Childcare Edit](#) link.** The Edit School/Childcare Info Popup will appear.

The screenshot shows a web-based form titled "Edit School/Childcare Info". The form is organized into a "Student Info" section. It contains several input fields and checkboxes. The "Student ID" field is a simple text box. The "Grade" field is a dropdown menu currently set to "No Grade". The "Report Period" field is a dropdown menu set to "November 2011". The "Last Physical Date" field is a text box with a small calendar icon to its right. The "Language" field is a dropdown menu set to "English". Below these fields are four checkboxes: "McKinney-Vento Act", "Birth Certificate", "Vision Screened", and "Roundup", all of which are currently unchecked. At the bottom of the form are two buttons: "Submit" and "Cancel".

If you make any changes to this popup, you must click on the **Submit** button for them to save.

Be sure to click on the **Unlock Person** button when you leave a student's record, which will make sure the record is available to others. From this screen you can also remove the Person from your Roster by clicking on the **Take off Roster** button.

Note: All records that are viewed will be automatically added to your roster.

From the **Person** tab on the **General Information** page you can click on the **Status**, **History** & **Add Imm** links.