

“FERPA No Consent” Checkbox in MCIR/SIRS and Forms

Frequently Asked Questions: Information for Schools



Why is this important?

The federal Family Educational Rights and Privacy Act (FERPA) protects the release of a student’s personal data. Any student’s vaccine and/or waiver status is protected by FERPA, including entry of such data by school personnel in the Michigan Care Improvement Registry (MCIR) under the School Immunization Reporting System (SIRS). Parental consent must be obtained before a school can enter a student’s personally identifiable information (PII) and immunization data into MCIR/SIRS (i.e., vaccine and/or waiver data provided by a parent/guardian and entered by a school in MCIR/SIRS). An **unchecked FERPA box** in MCIR/SIRS indicates parent/guardian permission to enter PII and vaccine and/or waiver data in MCIR/SIRS for sharing with local health departments (LHDs). It is anticipated that most parents will provide permission. School data in MCIR/SIRS will not be visible in MCIR to the Health Care Provider (HCP). Vaccine data entered by HCPs are not affected by FERPA and can be viewed by schools, Local Health Departments (LHDs), and other HCPs.

Who does this apply to?

This applies to parents/guardians of children who are enrolling in a public or private school:

- Kindergarten, 7th grade, and any newly enrolled student into the school district.
- School personnel must send the form, “Consent for Disclosure of Immunization Information to Local and State Health Departments,” to these students’ homes for parent/guardian signature and then collect the signed forms.
- Parents or guardians who give permission to share a student’s immunization record will have an **unchecked FERPA No Consent box**. This indicates that a parent or guardian has provided consent for schools to enter PII and vaccination data into MCIR/SIRS to be shared with the State and LHDs.
- FERPA is an active consent – or opt in - process. This means schools do not need to collect a document that states the parent does not want to share PII and immunization information with the State or LHD. If a consent form is not collected, the school will need to check the “FERPA No Consent” box in MCIR/SIRS, and the immunization information will need to be shared with LHDs using the “MDHHS Immunization Reporting Form for Students with No FERPA Consent”.

[For more information, refer to: www.mcir.org/school-childcare/reporting-immunization-program-status-to-the-health-department/.](http://www.mcir.org/school-childcare/reporting-immunization-program-status-to-the-health-department/)

Does the “Consent for Disclosure of Immunization Information to Local and State Health Departments” form need to be redone each year?

After initial submission to the school, there is no need to complete this form every year. However, this form needs to stay with the student’s file. For example, when a child moves from elementary school to middle school, the middle school will need to have that form in the student’s file.

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Does this replace the waiver document?

No, parents/guardians seeking to claim a nonmedical waiver are still required to participate in an immunization-focused discussion with LHD staff. During the discussion, parents/guardians can bring up any immunization-related questions and concerns they may have. The staff will present evidence-based information regarding the risks of vaccine-preventable diseases and the benefits/potential risks (risks consisting mostly of moderate side effects) of vaccination. This rule preserves the ability to obtain a nonmedical waiver following the completion of the required educational session.

What if school personnel fail to receive from a parent/guardian the signed consent form?

When a parent/guardian does not give permission for the school to share PII and immunization data in MCIR/SIRS, the MCIR/SIRS “FERPA No Consent” checkbox should be utilized. Immunization information, including waiver data, will be reported using aggregate numbers on the “MDHHS Immunization Reporting Form for Students with no FERPA Consent” to the local health department.

The school MCIR/SIRS user will take the following steps:

1. Log into MCIR/SIRS
2. Search for student
3. On student information page, click **Edit Information** hyperlink (screenshot 1)
4. Edit school information for the student by **checking the new “FERPA No Consent” checkbox**
5. Save the change by clicking the **Submit** button

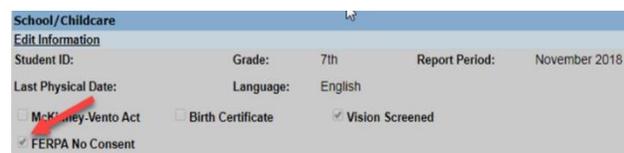
The “FERPA No Consent” checkbox with a checkmark should now be visible.

In Summary:



School/Childcare			
Edit Information			
Student ID:	Grade:	7th	Report Period: November 2018
Last Physical Date:	Language:	English	
<input type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Vision Screened	
<input type="checkbox"/> FERPA No Consent			

Consent = an unchecked/blank FERPA checkbox



School/Childcare			
Edit Information			
Student ID:	Grade:	7th	Report Period: November 2018
Last Physical Date:	Language:	English	
<input type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Vision Screened	
<input checked="" type="checkbox"/> FERPA No Consent			

No consent = a checked FERPA checkbox, do not share data with MDHHS/LHD

Where can I find more information?

For more information, please visit www.mcir.org/school-childcare/.