FERPA SCHOOL TIPSHEET
(Guidance for completing the Aggregate Form)

AGGREGATE DATA FORM:

Use the aggregate data form to report the immunization status of your:
- Incomplete students that have not given FERPA consent AND
- Those with additional immunization information (waiver or vaccinations) that you are unable to enter in MCIR/SIRS due to no consent

MDHHS Immunization Reporting Form for Students with No FERPA Consent on File (Aggregate Data Forms) will be faxed or mailed along with the rest of your reporting documentation on November 1st and February 1st.

FERPA NO CONSENT BOX and MCIR/SIRS:

Please mark students FERPA No Consent if they have not given FERPA Consent or if you have not received the Consent for Disclosure form back from the parents. You can always uncheck the boxes later once you receive FERPA consent from the parents.

FERPA No Consent Checked: Parent has not provided FERPA consent.
FERPA No Consent Unchecked: Parent has provided FERPA consent.
HOW DO I KNOW WHAT STUDENTS HAVE GIVEN FERPA CONSENT?

If you run the **ALPHA LIST OF STUDENTS REPORT** it will provide you with a list of the students that have the FERPA NO CONSENT box checked, and which students do not.
## HOW TO REPORT STUDENTS THAT HAVEN’T CONSENTED TO FERPA:

### COMPLETE STUDENTS that have not provided FERPA Consent:
If a student is COMPLETE when you look them up in MCIR, please mark their FERPA No Consent Box. If a student does not have a MCIR record do not add into MCIR without a signed FERPA Consent for Disclosure form. Those students will have to be reported on the Aggregate form.

### COMPLETE STUDENTS that have not provided FERPA Consent may stay on your school roster and be reported November 1st if the FERPA No Consent box is checked.

### INCOMPLETE STUDENTS that have not provided FERPA Consent:
- You may add these students to your roster so you can generate letters and verify what immunizations are missing. Please mark their FERPA No Consent Box.
- No historical immunization data and/or certified waiver data may be added into MCIR/SIRS for these students.
- If additional immunization information is available, the reporter will tally up all the information for incomplete students without FERPA consent on the Aggregate Data Form.
- Remove these students from your school roster! Ensure they are off your roster prior to the November 1st reporting period so they aren’t reported twice. NOTE: If no additional immunization information (waivers or vaccinations) is available those incomplete students may stay on your roster.

Reporter will submit the aggregate data form to the health department by November 1st and February 1st. Keep in mind that INCOMPLETE students will lower your school’s compliance percentages.

### PROVISIONAL STUDENTS that have not provided FERPA Consent:
- You may add these students to your roster so you can generate letters and verify what immunizations are needed by the February 1st reporting period. Please mark their FERPA No Consent Box.
- No historical immunization data and/or certified waiver data may be added into MCIR/SIRS for these students.
- If additional immunization information is available, the reporter will tally up all the information for Provisional students without FERPA Consent on the Aggregate Data Form.
- Remove these students from your school roster! Ensure they are off your roster prior to the November 1st reporting period so they aren’t reported twice. NOTE: If no additional immunization information (waivers or vaccinations) is available those incomplete students may stay on your roster.

Reporter will submit the aggregate data form to the health department by November 1st and February 1st.
**WAIVERED STUDENTS that have not provided FERPA Consent:**

- Waivered students without FERPA consent will not stay on the school roster.
- No historical immunization data and/or certified waiver data may be added into MCIR/SIRS for these students.
- Reporter will tally up all the information for waivered students that have not provided FERPA Consent. This information will be tallied and reported on the Aggregate Data Form.
- All Kindergarten, all 7th graders, and all new students must submit the current State of Michigan Certified non-medical waiver form signed by the health department or the current State of Michigan medical contraindication form signed by the child’s doctor (MD/DO) in order to be considered a waivered student. If State of Michigan forms are not received, then the child is incomplete until the form is submitted to the school. The school reporter should count this child as incomplete on the aggregate data form.

Reporter will submit the aggregate data form to the health department on November 1st and February 1st.

**Be sure to work with your Local Health Department (LHD) regarding what forms are needed to be turned in for each reporting period.**