

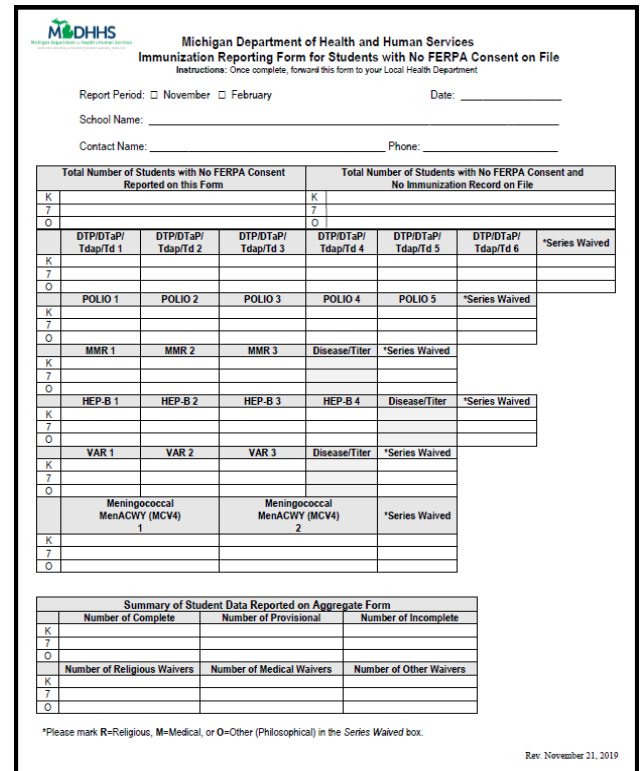
## FERPA SCHOOL TIPSHEET (Guidance for completing the Aggregate Form)

### 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.



Michigan Department of Health and Human Services  
Immunization Reporting Form for Students with No FERPA Consent on File  
Instructions: Once complete, forward this form to your Local Health Department.

Report Period:  November  February Date: \_\_\_\_\_  
School Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Number of Students with No FERPA Consent Reported on this Form						Total Number of Students with No FERPA Consent and No Immunization Record on File					
K						K					
7						7					
O						O					
DTP/DTaP/ Tdap/Td 1	DTP/DTaP/ Tdap/Td 2	DTP/DTaP/ Tdap/Td 3	DTP/DTaP/ Tdap/Td 4	DTP/DTaP/ Tdap/Td 5	DTP/DTaP/ Tdap/Td 6	*Series Waived					
K											
7											
O											
POLIO 1	POLIO 2	POLIO 3	POLIO 4	POLIO 5	*Series Waived						
K											
7											
O											
MMR 1	MMR 2	MMR 3	Disease/Title	*Series Waived							
K											
7											
O											
HEP-B 1	HEP-B 2	HEP-B 3	HEP-B 4	Disease/Title	*Series Waived						
K											
7											
O											
VAR 1	VAR 2	VAR 3	Disease/Title	*Series Waived							
K											
7											
O											
Meningococcal MenACWY (MCV4) 1	Meningococcal MenACWY (MCV4) 2	*Series Waived									
K											
7											
O											

Summary of Student Data Reported on Aggregate Form		
Number of Complete	Number of Provisional	Number of Incomplete
K		
7		
O		
Number of Religious Waivers	Number of Medical Waivers	Number of Other Waivers
K		
7		
O		

\*Please mark R=Religious, M=Medical, or O=Other (Philosophical) in the Series Waived box.

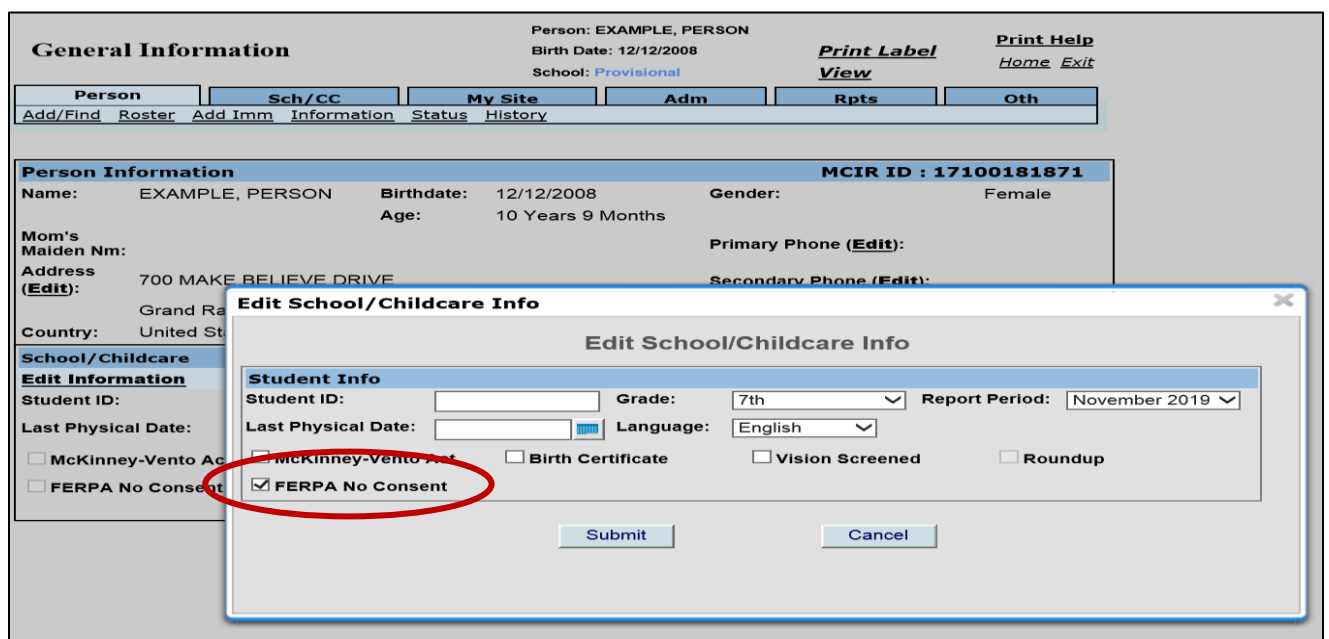
Rev: November 21, 2019

### 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.



Person: EXAMPLE, PERSON  
Birth Date: 12/12/2008  
School: Provisional

[Print Label](#) [Print Help](#)  
[View](#) [Home](#) [Exit](#)

Person Sch/CC My Site Adm Rpts Oth  
Add/Find Roster Add Imm Information Status History

**Person Information** **MCIR ID : 17100181871**  
Name: EXAMPLE, PERSON Birthdate: 12/12/2008 Gender: Female  
Age: 10 Years 9 Months  
Mom's Maiden Nm: Primary Phone (Edit):  
Address (Edit): 700 MAKE BELIEVE DRIVE Secondary Phone (Edit):  
Country: United States

**School/Childcare**  
**Edit Information**  
Student ID: Last Physical Date: Language: English  
 McKinney-Vento Act  FERPA No Consent  Birth Certificate  Vision Screened  Roundup

Submit Cancel

## 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.

[Print Help](#)  
[Home](#) [Exit](#)

**School/Childcare Building Reporting**

Person	Sch/CC	My Site	Adm	Rpts	Oth
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[Create Reports](#) [Retrieve Results](#)

**Report Parameters**

<p>Report: Alpha List of Students ▼</p> <p>Name: Alpha List</p> <p>Grade: All ▼</p> <p>Roundup: Exclude ▼</p> <p>Report Period: November 2019 ▼</p> <p>Include Address: <input checked="" type="checkbox"/></p>	<p><b>Additional Info</b></p> <p>Runs: Immediately, Kept 5 days Creates a list of students that are on your roster. Sorted by grade, then alphabetically.</p>
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09/13/2019	<b>Michigan Department of Health and Human Services</b> <b>Alphabetical List of Students</b> <b>November 2019 Reporting Period</b> <b>4104005593 Blain Elementary School TEST Use</b> 240 84th SE St Byron Center, MI 49315 (616) 632-7007	Page: 1		
Contact: Amanda Livingston				
<b>Name</b>	<b>Date of Birth</b>	<b>Phone #</b>	<b>Report Period</b>	<b>FERPA No Consent</b>
GRADE: 01				
PERSON, TEST SIX Current address is invalid - please review and correct	05/28/2014		November 2019	Checked
GRADE: 02				
TEST, EIGHT Current address is invalid - please review and correct	12/28/2012		November 2019	Unchecked
TEST, ONE Current address is invalid - please review and correct	12/28/2012		November 2019	Unchecked
GRADE: 03				
TEST, ELEVEN Address: 700 Fuller NE Ave Grand Rapids, MI 49503	01/01/2010		November 2019	Unchecked

## 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 1<sup>st</sup> 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 compliancy 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 1<sup>st</sup> 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 1<sup>st</sup>.

**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 7<sup>th</sup> 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 1<sup>st</sup>.

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