

Screening - Vision

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Health > Maintenance > Student Health > Screening - Vision

This tab allows you to maintain data about a student's vision screenings.

This tab is not enabled until you retrieve a student.

Update data:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

The student's existing vision screening records are displayed.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

Click **+Add** to add a vision screening record. The fields in the free-form area below the grid are enabled.

Field	Description	
Screening Date	Type the date on which the screening test was administered in the MMDDYYYY format. Or, click to select the date from the calendar.	
Results	**Pass/Fail**	Select the overall result of the vision test. For a religious exemption, select *Exempt*.
	Color Blind	Select the result of the color blind test.
	Glasses	Select if the student was wearing glasses when tested. For **Both**, **Right**, and **Left**, type the three-digit test results for both eyes, the right eye, and the left eye.
Screener	Type the screener's first name (up to 9 characters), middle initial, and last name (up to 14 characters).	

Field	Description		
Exam	**Type**	Select the type of vision test administered. For a religious exemption, select *Other*.	
	Status	Select the status of the follow-up exam if applicable. For a religious exemption, select *Not Examined*.	
		Treatment	Refers to a student who has been referred for a possible vision problem and for whom follow-up has resulted in documented evaluation and care. The Vision, Hearing, and Spinal Screening Annual reporting Survey (VHSSARS) requires schools to record the “outcome or treatment indicated,” meaning the student received appropriate professional services after referral (e.g., eye exam, corrective lenses, or other medical care).
		Transferred	Refers to a student who left the school or facility before follow-up could be completed. The Vision, Hearing, and Spinal Screening Annual reporting Survey (VHSSARS) specifies reporting “the number transferred out of the facility prior to receiving professional examination results,” indicating that responsibility for follow-up shifted to another school or facility. **Facility** includes public or private preschools and schools (i.e. schools, preschools, licensed child care centers and/or licensed child care homes). **NOTE**: An individual's screening records may be transferred among facilities without the consent of the individual under the scenarios described at Texas Family Code, 32.003 or, if the individual is a minor, the minor's parent, managing conservator, or legal guardian, pursuant to Texas Health and Safety Code, 36.006c
	Referral Date	Type the date on which the student was referred to a specialist in the MMDDYYYY format. Or, click to select the date from the calendar. This field is also updated when you generate a referral letter from Letters > Run Letter > Print Letters and click **Update Referrals**.	
	Follow-up Date	Type the date of the follow-up exam in the MMDDYYYY format. Or, click to select the date from a calendar.	
Specialist	If the student visited a specialist after the screening, type the specialist's first name (up to 9 characters), middle initial, and last name (up to 14 characters).		
Exemption Information			

Click **Save**.

9. Under Exemption Information, enter data in the following fields:

● In the Type field, click drop-down arrow to select the type of exemption.

Note: To record a religious exemption, the field must be set to Religious.

● In the Date field, type a valid affidavit date in the MMDDYYYY format. Or, click calendar icon to select the date from the calendar.

10. Click Comments to add comments for the record. The comments dialog box opens, and any existing comments are displayed.

Type comments, and then click OK. Otherwise, click Cancel.

● If comments exist for the screening record, a paperclip icon is displayed on the button.

● The first 1000 characters of the comments will print on the Medical Profile report (SHS0810).

11. Click Save.

12. If the Documents button is provided, click Documents to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

13. To clear the data and add a new vision screening record, click +Add.

14. To edit an existing record, click the record. The data is displayed in the fields in the lower free-form area allowing you to make changes. Click Save.

15. To delete a vision screening record, click the record, and then click Delete. A message is displayed asking if you want to delete the record.

Click OK to delete the record. The record is deleted. Otherwise, click No.

16. Click Print Comments to print the comments and screening information. The Comments - Vision report opens in a new window. Review, save, or print the report.

Other functions and features:

	Delete a row. 1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.

Documents

View or attach supporting documentation.

Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages:

Application	Menu
Attendance	Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance
Grade Reporting	Maintenance > Student > Individual Maint
Health	Maintenance > Student Health
Registration	Maintenance > Student Enrollment
Test Scores	Maintenance > Individual Maintenance

Document types by folder and application:

File Extention	Folder	Document Type
Attendance	Attendance	Notes
Attendance	Attendance	Other
Discipline	Incidents	Other
Grade Reporting	Grade Reporting	IPR
Grade Reporting	Grade Reporting	Report Card
Grade Reporting	Grade Reporting	Transcript
Health	Student Health	Acanthosis
Health	Student Health	Food and Allergy
Health	Student Health	Hearing
Health	Student Health	Immunization
Health	Student Health	Other
Health	Student Health	Physical Exam
Health	Student Health	Spinal
Health	Student Health	TB
Health	Student Health	Vision
Registration	Demographic	Birth Certificate
Registration	Demographic	Chemical Abuse Participation
Registration	Demographic	Directory Form
Registration	Demographic	Employment Survey
Registration	Demographic	Entry/Withdrawal
Registration	Demographic	McKinney-Vento
Registration	Demographic	Other
Registration	Demographic	Proof of Residence
Registration	Demographic	SSN Card
Registration	Bilingual/ESL	Other
Registration	Local Programs	Other
Registration	PRS	Other
Registration	Special Education	Other
Test Scores	Test Scores	College Assessments
Test Scores	Test Scores	Other
Test Scores	Test Scores	State Assessments

List of permissible file types:

Maximum file size: 10MB

File Extention	Folder
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationalml.presentation
.tif	image/tiff
.tiff	image/tiff
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Upload or view documents:

❑ Under **Document List:**

Application	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: • Different types of documents must be uploaded to specific folders. • Changing the folder will change the document type options in the **Select Type** field. Some applications only have one folder, so no selection is necessary.
Select School Year	Select the school year for which you want to view documents. Student documents are stored by year.

Existing documents are displayed according to specified criteria.

❑ Under **Document Upload:**

Select File to Upload	Click **Choose File**. Locate and select the document on your computer or network. The file name is displayed next to **Choose File**. **Note**: Files cannot be larger than 10MB or empty.
School Year	Select the school year for which you want to view documents. Student documents are stored by year.
Select Type	Select the type of document you are uploading. The list varies according to your selection in the **Folder** field.
Description	Type an optional description of the document. **Note**: The description cannot be longer than 255 characters.

Upload File	Click to upload the file for the student. The document is listed in the **Document List** section. The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

Type	Click the link in the **Type** column to download the file to your PC to view it.
Choose File	Click again to add another document, and repeat the steps for uploading a document.
	Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document.

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.


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