

# **Screening**

2025/12/05 19:58 i Screening

2025/12/05 19:58 ii Screening

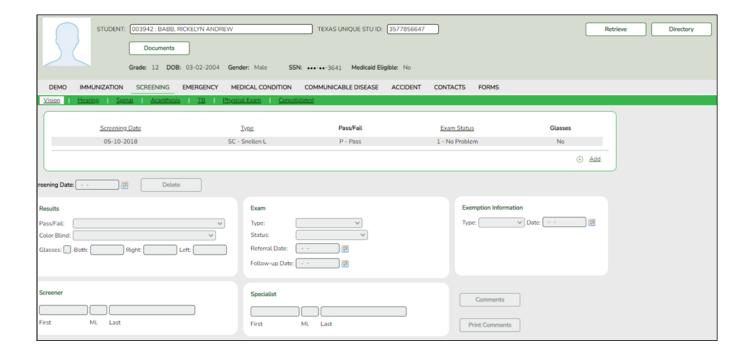
# **Table of Contents**

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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 <i>begins with</i> 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 ever the image, and click Change. The Change Student Photo window.
	<ol> <li>Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>Click <b>Choose File</b>. Locate and open the file for the new image.</li> </ol>
	3. Click <b>Save</b> . 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  $\times$  or descending  $\times$  order.

 $\square$  Click **+Add** to add a vision screening record.

The fields below the grid are enabled.

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Screening Dat		e on which the screening test was administered in the MMDDYYYY				
	format. Or, c	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 <i>Exempt</i> .				
	Color Blind	Select the result of the color blind test.				
	Glasses	Select if the student was wearing glasses when tested.				
		For <b>Both</b> , <b>Right</b> , and <b>Left</b> , type the three-digit test results for both eyes, the right eye, and the left eye.				
Screener	Type the scre (up to 14 cha	eener's first name (up to 9 characters), middle initial, and last name aracters).				
Exam	Туре	Select the type of vision test administered. For a religious exemption, select <i>Other</i> .				
	Status	Select the status of the follow-up exam if applicable. For a religious exemption, select <i>Not Examined</i> .				
	Referral Da	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 <b>Update Referrals</b> .				
	Follow-up [	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	Type Select	the type of exemption if applicable.				
Information		a valid affidavit date in the MMDDYYYY format. Or, click 🗷 to select the rom a calendar.				

L	l To edit an	existing	record,	click	< the	record	in '	the	grid	

The fields below the grid are enabled allowing you to make changes.

☐ Click **Save**.

Delete	To delete a vision screening record, click a record in the grid to select it, and then click <b>Delete</b> . You are prompted to confirm that you want to delete the record. Click <b>OK</b> .
Comments	Click to add comments for the record. The window opens; existing comments are displayed. Add or edit comments and click <b>OK</b> .
	If comments exist for the record, a paperclip icon is displayed on the button.
	The first 1000 characters of these comments will print on the Medical Profile Report - SHS0810.

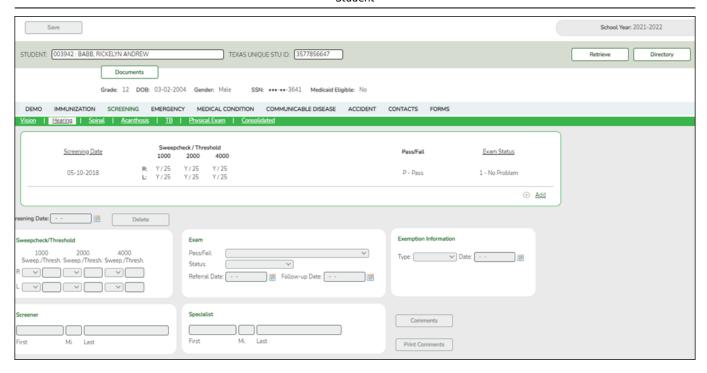
<b>Print Comments</b>	Print the Comments - Vision report.
	Review the report using the following buttons:
	Click First to go to the first page of the report.  Click to go back one page.  Click to go forward one page.  Click to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	Click 🔁 to save and print the report in PDF format.
	Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
	Click to close the report window. Some reports may have a <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.
Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on Health > Maintenance > Student Health > Emergency.
	Click to view the student's medical alert information.
Documents	View or attach supporting documentation.

# Health > Maintenance > Student Health > Screening - Hearing

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

This tab is not enabled until you retrieve a student.

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# **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 <i>begins with</i> 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

The student's existing hearing 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.

Scheduling. They are not displayed in Special Ed or Test Scores.

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

☐ Click **+Add** to add a hearing screening record.

The fields below the grid are enabled.

		Type the date on which the screening test was administered in the MMDDYYYY format. Or, click 🗷 to select the date from the calendar.			
_	enter the f				
	Sweep. S	Sweep. Select the results for the sweepcheck.			
	l I	Type the lowest decibel level (two digits) at which the student esponds.			
	<i>-</i> .	screener's first name (up to 9 characters), middle initial, and last to 14 characters).			

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### Student

Exam	Status Referral Date		Select the overall result of the hearing test. For a religious exemption, select <i>Exempt</i> .			
			Select the status of the follow-up exam if applicable. For a religious exemption, select <i>Not Examined</i> .			
			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.			
	Follo		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 T		Select the t	type of exemption if applicable.			
	II.		d affidavit date in the MMDDYYYY format. Or, click 🗷 to late from a calendar.			

To	edit	an	existing	record.	click the	record	in the	arid.

The fields below the grid are enabled allowing you to make changes.

☐ Click **Save**.

Delete	To delete a hearing screening record, click a record in the grid to select it, and then click <b>Delete</b> . You are prompted to confirm that you want to delete the record. Click <b>OK</b> .		
Click to add comments for the record. The window opens; existing codisplayed. Add or edit comments and click <b>OK</b> .			
	If comments exist for the record, a paperclip icon is displayed on the button.		
	The first 1000 characters of these comments will print on the Medical Profile Report - SHS0810.		

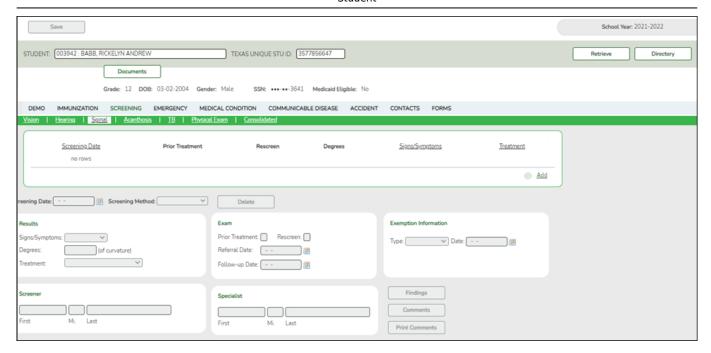
<b>Print Comments</b>	Print the Comments - Hearing report.
	Review the report using the following buttons:
	Click first to go to the first page of the report.  Click to go back one page.  Click to go forward one page.  Click to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	Click  to save and print the report in PDF format.
	Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
	Click to close the report window. Some reports may have a <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.
• Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on Health > Maintenance > Student Health > Emergency.
	Click to view the student's medical alert information.
Documents	View or attach supporting documentation.

# $Health > Maintenance > Student \ Health > Screening \ - \ Spinal$

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

This tab is not enabled until you retrieve a student.

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# **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

The student's existing spinal 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.

Scheduling. They are not displayed in Special Ed or Test Scores.

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

☐ Click **+Add** to add a spinal screening record.

The fields below the grid are enabled.

Screening Date	Type the date on which the screening test was administered in the MMDDYYYY format. Or, click It to select the date from the calendar.
Screening Method	Indicate if the student met the requirement to be screened based on his/her age or grade level. The student's age is at the time of the spinal screening.  Age requirement (Screening Method is A or blank):  • Female student - Age is 10, grade level is not 05 or 07.  • Female student - Age is 12, grade level is not 05 or 07.  • Male student - Age is 13, grade level is not 08.  • Male student - Age is 14, grade level is not 08.  Grade level requirement (Screening Method is G or blank)  • Female student - Grade level is 05.  • Female student - Grade level is 07.  • Male student - Grade level is 08.  If the student does not meet this criteria, select blank.

Results	Signs/Symptoms	Indicate signs and symptoms observed. For a religious exemption, select <i>Exempt</i> .			
	Degrees	Type the two-digit number indicating the degree of curvature found if applicable.			
	Treatment	Select the treatment needed if applicable.			
Screener	Type the screener's first name (up to 9 characters), middle initial, and last name (up to 14 characters).				
Exam	<b>Prior Treatment</b>	Select if the student received prior treatment.			
	Rescreen	Select if this is a re-screen.			
	Referral Date	Type the date on which the student was referred to a specialist in the MMDDYYYY format. Or, click it 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 <b>Update Referrals</b> .			
	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	Type Select the type of exemption if applicable.  Date Type a valid affidavit date in the MMDDYYYY format. Or, click ■ to select the date from a calendar.				
Findings	opens.	to enter the results of the spinal test. The findings window exist for the screening record, a note icon is displayed on the			
	Finding Select the observed spinal view and type.				
	Delete a	finding from the list.			
	be delete	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 <b>Save</b> . You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b> .				
	You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).				
	☐ Click <b>OK</b> to close	e the Findings window.			

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The fields below the grid are enabled allowing you to make changes.

☐ Click **Save**.

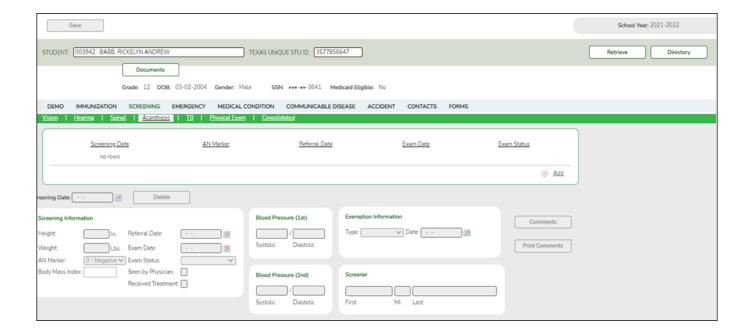
Delete	To dolote a chinal careening record click a record in the grid to calcut it and then			
Delete	To delete a spinal screening record, click a record in the grid to select it, and then click <b>Delete</b> . You are prompted to confirm that you want to delete the record. Click <b>OK</b> .			
Comments	Click to add comments for the record. The window opens; existing comments are displayed. Add or edit comments and click <b>OK</b> .			
	If comments exist for the record, a paperclip icon is displayed on the button.			
	The first 1000 characters of these comments will print on the Medical Profile Report - SHS0810.			
Print Comments	Print the Comments - Spinal report.			
	Review the report using the following buttons:			
	Click First to go to the first page of the report.			
	Click   to go back one page.			
	Click to go forward one page.			
	Click Last to go to the last page of the report.			
	The report can be viewed and saved in various file formats.			
	Click 🔁 to save and print the report in PDF format.			
	Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.			
	Click to close the report window. Some reports may have a <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.			
Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on Health > Maintenance > Student Health > Emergency.			
	Click to view the student's medical alert information.			
Documents	View or attach supporting documentation.			

### Health > Maintenance > Student Health > Screening - Acanthosis

This tab allows you to maintain data about a student's acanthosis screenings. Acanthosis nigricans is a condition that may serve as an indicator for risk of type 2 diabetes. Acanthosis screenings can help identify students who have high insulin levels and who may be at risk of developing the disease. It can easily be evaluated by means of a visual examination.

This tab is not enabled until you retrieve a student.

**NOTE:** If you used Mass Screening - Acanthosis to update a student with a positive AN Marker, the **Height**, **Weight**, and **Blood Pressure** (**1st** and **2nd**) fields must be updated on this page.



# **Update data:**

### Select a student

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

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 <i>begins with</i> 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:
<ul> <li>Last name, comma, first name (smith, john)</li> <li>Last name initial, comma, first name initial (s,j)</li> <li>Comma, first name (,j)</li> </ul>
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:					
<ol> <li>Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol>						
						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 Acanthosis 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  $\times$  or descending  $\times$  order.

☐ Click **+Add** to add a Acanthosis screening record.

The fields below the grid are enabled.

Screening Date Type the date on which the screening test was administered in the MMDDYYYY format. Or, click It to select the date from the calendar.

Screening	Height	Type the student's height in inches in the ##.## format.
Information	Weight	Type the student's weight in pounds in the ###.# format.
	AN Marker	Indicate whether the student is positive or negative for acanthosis nigricans.  If 1 (positive), the Height, Weight, and Blood Pressure (1st and 2nd) fields are required.  For a religious exemption, select 0.
	Body Mass Index	This value is calculated when you save and is determined by the height and weight entered.
	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 <b>Update Referrals</b> .
	Exam Date	Type the date on which the specialist performed an examination of the student. Use the MMDDYYYY format. Or, click to select the date from a calendar. The field is required if <b>Exam Status</b> is <i>Examined</i> .
	Exam Status	Select the status of the examination.
		If the student has not been seen by a physician, select <i>Not Examined</i> .
		If the student has left the district, select <i>Transferred</i> .
		For a religious exemption, select <i>Exempt</i> .
	Seen by Physician	Select if the student was seen by a health care provider to whom he was referred.
	Received Treatment	Select if the student received treatment.
Screener	Type the screener's (up to 14 characters	first name (up to 9 characters), middle initial, and last name ).
Blood Pressure (1st and 2nd)	Type the three-digit pressure checks.	systolic and diastolic readings for the first and second blood
Exemption Information	7.	e of exemption if applicable. ffidavit date in the MMDDYYYY format. Or, click 🗷 to select the alendar.
Specialist	If the student visited	I a specialist after the screening, type the specialist's first cters), middle initial, and last name (up to 14 characters).

☐ To edit an existing record, click the reco	rd in the g	jrid.
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The fields below the grid are enabled allowing you to make changes.

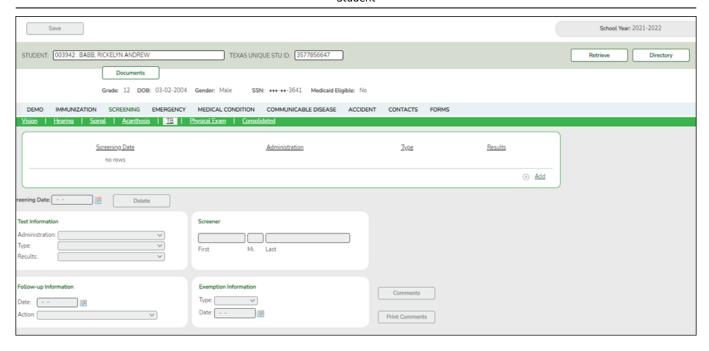
☐ Click **Save**.

Delete	To delete an acanthosis screening record, click a record in the grid to select it, and then click <b>Delete</b> . You are prompted to confirm that you want to delete the record. Click <b>OK</b> .			
Comments	Click to add comments for the record. The window opens; existing comments are displayed. Add or edit comments and click <b>OK</b> .			
	If comments exist for the record, a paperclip icon is displayed on the button.			
	The first 1000 characters of these comments will print on the Medical Profile Report - SHS0810.			
<b>Print Comments</b>	Print the Comments - Acanthosis report.			
	Review the report using the following buttons:			
	Click First to go to the first page of the report.			
	Click 1 to go back one page.			
	Click to go forward one page.			
	Click Last to go to the last page of the report.			
	The report can be viewed and saved in various file formats.			
	Click 🔁 to save and print the report in PDF format.			
	Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.			
	Click to close the report window. Some reports may have a <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.			
Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on Health > Maintenance > Student Health > Emergency.			
	Click to view the student's medical alert information.			
Documents	View or attach supporting documentation.			

# Health > Maintenance > Student Health > Screening - TB

This tab allows you to maintain data about a student's tuberculosis (TB) skin tests.

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 <i>begins with</i> 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 <b>Change</b> . The Change Student Photo wind opens.			
	2. Click <b>Choose File</b> . Locate and open the file for the new image.		
	3. Click <b>Save</b> . 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 TB 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  $\times$  or descending  $\times$  order.

☐ Click **+Add** to add a TB screening record.

The fields below the grid are enabled.

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.			
			Select the action taken regarding the test. For a religious exemption, select <i>Other Record Received</i> .	
	Туре		Select the type of skin test administered.	
Results		_	Select the result of the test. For a religious exemption, select <i>Exempt</i> .	
Screener	Type the screener's first name (up to 9 characters), middle initial, and last name (up to 14 characters).			
Follow-up	If the test result was doubtful or positive:			
Information	Date		date of the follow-up exam in the MMDDYYYY format. Or, on the date from a calendar.	lick
	Action Select the follow-up action taken.			
	Leave blank if the test was negative.			

	Type Select the type of exemption if applicable.	
Information	ll .	Type a valid affidavit date in the MMDDYYYY format. Or, click 🗷 to select the date from a calendar.

 $\Box$  To edit an existing record, click the record in the grid.

The fields below the grid are enabled allowing you to make changes.

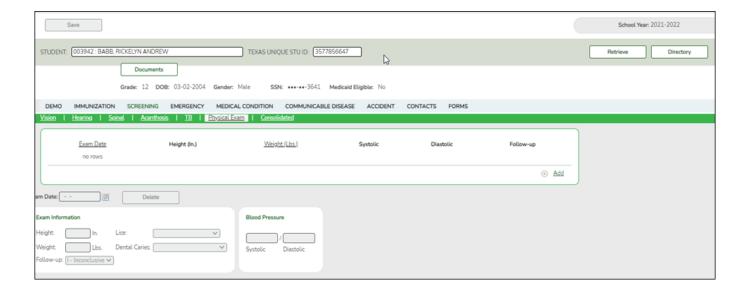
☐ Click **Save**.

an	o delete a tuberculosis screening record, click a record in the grid to select it, and then click <b>Delete</b> . You are prompted to confirm that you want to delete the
-	ecord. Click <b>OK</b> .
	lick to add comments for the record. The window opens; existing comments are splayed. Add or edit comments and click <b>OK</b> .
lf e	comments exist for the record, a paperclip icon is displayed on the button.
	ne first 1000 characters of these comments will print on the Medical Profile eport - SHS0810.
Print Comments Pr	rint the Comments - TB Skin Test report.
Re	eview the report using the following buttons:
CI	lick First to go to the first page of the report.
	lick 1 to go back one page.
	lick to go forward one page.
Cli	lick Last to go to the last page of the report.
Th	he report can be viewed and saved in various file formats.
CI	lick 🔼 to save and print the report in PDF format.
for	lick to save and print the report in CSV format. (This option is not available or all reports.) When a report is exported to the CSV format, the report headers pay not be included.
Cli	lick it to close the report window. Some reports may have a <b>Close Report</b> , <b>xit</b> , or <b>Cancel</b> button instead.
Th	iew medical alert. ne button is displayed if a medical warning exists for the student and <b>Consent Display Alert</b> is selected on Health > Maintenance > Student Health > mergency.
Cl	lick to view the student's medical alert information.
	lew or attach supporting documentation.

# Health > Maintenance > Student Health > Screening - Physical Exam

This tab allows you to maintain data about physical examinations of the student.

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 Type all or part of the student's Texas Unique Student ID to retrieve students whose **Unique Stu** ID begins with the characters you typed. ID 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 <b>Change</b> . The Change Student Photo window opens.
	2. Click <b>Choose File</b> . Locate and open the file for the new image.
	3. Click <b>Save</b> . 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 physical exam 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  $\times$  or descending  $\times$  order.

☐ Click **+Add** to add a physical exam screening record.

The fields below the grid are enabled.

	Type the date on which the screening test was administered in the MMDDYYYY format. Or, click $\blacksquare$ to select the date from the calendar.		
Exam	Height	Type the student's height in inches in the ##.## format.	
Information	Weight	Type the student's weight in pounds in the ###.# format.	
	Follow-up	(Required) Select whether a follow-up visit is needed.	
	Lice	Select the result of the lice check.	
	<b>Dental Caries</b>	Select the result of the dental check.	
<b>Blood Pressure</b>	Type the systoli	c and diastolic readings for the blood pressure check.	

 $\square$  To edit an existing record, click the record in the grid.

The fields below the grid are enabled allowing you to make changes.

### ☐ Click **Save**.

Delete	To delete a physical exam record, click a record in the grid to select it, and then click <b>Delete</b> . You are prompted to confirm that you want to delete the record. Click <b>OK</b> .
I I Medical Alert	View medical alert.  The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on Health > Maintenance > Student Health >  Emergency.
	Click to view the student's medical alert information.
Documents	View or attach supporting documentation.

# Health > Maintenance > Student Health > Screening > Consolidated

This tab allows you to maintain data about a student's vision, hearing, spinal, acanthosis, and physical exam screenings on one page.

This tab is not enabled until you retrieve a student.



Screening

# **Update data:**

### Select a student

 $\square$  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 <i>begins with</i> 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:
	<ul> <li>Last name, comma, first name (smith, john)</li> <li>Last name initial, comma, first name initial (s,j)</li> <li>Comma, first name (,j)</li> </ul>
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 <b>Change</b> . The Change Student Photo window opens.
	2. Click <b>Choose File</b> . Locate and open the file for the new image.
	3. Click <b>Save</b> . 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 most recent records are displayed.

For each type of screening, click to add a new record if an existing record is displayed. You do not need to click <b>New</b> if this is the student's first screening record.
For each type of screening, click to add a comment to the record you are creating. If there are comments for the existing screening record, a page icon is displayed on the button.

Print	For each type of screening, click to print the information for the record that is
Comment	displayed, including the comments.

☐ Create new student screening records as needed. To edit or delete a record, go to that screening tab.

- The fields under **Vision** are described on the Screening Vision tab.
- The fields under **Hearing** are described on the Screening Hearing tab.
- The fields and **Findings** button under **Spinal** are described on the **Screening Spinal** tab.
- The fields under **Acanthosis** are described on the Screening Acanthosis tab.
- The fields under **Physical Exam** are described on the Screening Physical Exam tab.

### ☐ Click **Save**.

Wedical Alert	View medical alert. The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on Health > Maintenance > Student Health > Emergency.
	Click to view the student's medical alert information.
Documents	View or attach supporting documentation.



# **Back Cover**