

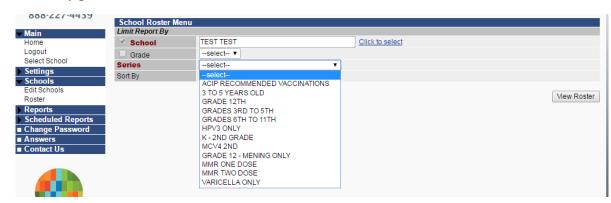
CHIRP School Nurse Module

School Roster Functions

Students are automatically rolled to the next grade level on June 30th. However, CHIRP does not change schools for students when they "graduate" (or transfer) from one school to the next. You can move several students from one grade to another at one time using the School Roster in CHIRP, but you cannot use this function to changes schools.

- 1. After logging into CHIRP, select your school.
- 2. In the Schools menu on the left, select Roster.

Fields in **RED** must be selected in order to view your roster. You can further narrow the roster by grade level.



All reports can be sorted by Last Name, First Name, or Grade.



Click View Roster.

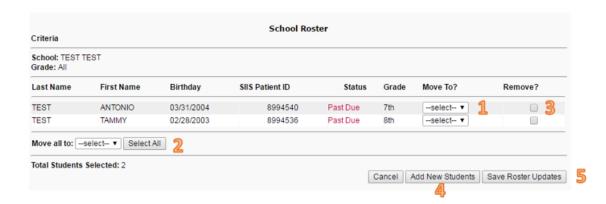






What can be done in the school roster?

- 1. Move <u>individual</u> students to a different grade within the school (line by line) using the **Move To?** box.
- 2. Move <u>all</u> students to a different grade within the school using the **Select All** button at end.
- 3. Remove students from the school using the check box in the **Remove?** column.
- 4. Add New Students: This button will redirect you to the Patient Search screen.
- 5. To save your changes, click the **Save Roster Updates** button. You must do this or your changes will be lost!





Tip: Click Save Roster Updates frequently to avoid CHIRP timing-out your session.

