



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.

888-221-4439

School Roster Menu

Limit Report By

School TEST TEST [Click to select](#)

Grade --select--

Series --select--

Sort By --select--

ACIP RECOMMENDED VACCINATIONS
3 TO 5 YEARS OLD
GRADE 12TH
GRADES 3RD TO 5TH
GRADES 6TH TO 11TH
HPV3 ONLY
K - 2ND GRADE
MCV4 2ND
GRADE 12 - MENING ONLY
MMR ONE DOSE
MMR TWO DOSE
VARICELLA ONLY

[View Roster](#)

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

888-221-4439

School Roster Menu

Limit Report By

School TEST TEST [Click to select](#)

Grade --select--

Series --select--

Sort By --select--

Last Name
Last Name
First Name
Grade

[View Roster](#)

Click **View Roster**.

888-221-4439

School Roster Menu

Limit Report By

School TEST TEST [Click to select](#)

Grade --select--

Series --select--

Sort By --select--

Last Name
Last Name
First Name
Grade

[View Roster](#)



What can be done in the school roster?

1. Move individual students to a different grade within the school (line by line) using the **Move To?** box.
2. Move all 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!

School Roster

Criteria

School: TEST TEST
Grade: All

Last Name	First Name	Birthday	SIIS Patient ID	Status	Grade	Move To?	Remove?
TEST	ANTONIO	03/31/2004	8994540	Past Due	7th	--select--	<input type="checkbox"/>
TEST	TAMMY	02/28/2003	8994536	Past Due	8th	--select--	<input type="checkbox"/>

Move all to: --select--

Total Students Selected: 2



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