

MiSiS – My Integrated Student Information System

IMMUNIZATIONS

JOB AID
February 2023

This job aid provides instruction on the process to create and/or edit immunization records. Users with the **Nursing Office Admin, Office Manager, School Nurse** roles can perform this task.

Step 1 Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.

Create an Immunization Record

Step 2 Enter the **First Name** and **Last Name** and then click **Search**.
It's not necessary to enter the Local District or the School Name. If searching for a student who is no longer enrolled or no results, click the box to the left of the **Include students no longer enrolled**.

My Integrated Student Information System APOLONIA TOLENTINO - Nursing Office Admin [59:50]

Students Admin Reports

Search Students

Local District: Select a Local District School: Select a School... Student ID: Enrolled as of: 02/10/2023

Include students no longer enrolled

Search Reset

Selected Filters: None Selected

Student Information Group Information Course Enrollment Program and Services English Learner Attendance

First Name Middle Name Last Name SSID

Grade Level: Select Grade Gender: Select Gender DOB: (None) mm/dd/yyyy

Caretaker First Name Caretaker Last Name Include Student Alerts

Step 3 A list of students is displayed based on the search parameters entered. To access a student's profile, click on the corresponding **name hyperlink**.

Search Results Search: [] For Selected: Action

#	<input type="checkbox"/>	Last Name	First Name	Middle Name	District ID	Grade	Date Of Birth	Gender	Room	Home School	Home Phone	
1	<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0000100000	4	00/00/0000	F	27	20th Street Elementary	(000)000-0000	...

IMMUNIZATIONS

Step 4 Student Information

Students Admin Reports

Back to Student Search

School: 20th Street Elementary
Grade: 4
Date of Birth: [Redacted]
Performance Level: 1-Min-Dev
Primary Language: SPANISH
SSID: [Redacted]
Home Room - Teacher: 27 [Redacted]
SLC: [Redacted]
Language Classification: [Redacted]
Counselor: [Redacted]
Graduation Requirements Year: 0
Alerts: CA E S

District ID: [Redacted]
Contact Log
Attendance Alert

Emergency Information

Step 5

Hover over the **Miscellaneous** menu and select **Immunizations**

Miscellaneous

- Group Participation
- Athletics
- Auxiliary
- Behavioral Emergency
- Health Screening
- Immunizations**
- Independent Study

To add new immunization type, click **ADD NEW** and select the immunization type

View Immunizations

ADD NEW

Immunization

-Select Immunization Type-

Diphtheria and tetanus (NO pertussis)

Tdap

Immunization	Verification Type	1st Dosage	2nd Dosage	3rd Dosage	4th Dosage	5th Dosage	Exemption Reason	Exemption Number	Exemption Date	Expiration Date	Action
-Select Immunization Type-	-Select Verificat...	[Calendar]	[Calendar]	[Calendar]	[Calendar]	[Calendar]	-Select E...		[Calendar]	[Calendar]	[Edit] [Delete]
Tdap	Health Clinic Records	10/25/2013	12/30/2013	01/29/2014	08/31/2015	10/04/2017					[Edit]
Diphtheria and tetanus (NO pertussis)	Health Clinic Records	08/29/2014	08/31/2015								[Edit]

Step 6 If No for Exemption, select the appropriate option from the **Verification** drop down

If Yes for **Exemption**, see below

Verification Type Examples:

Migrant Student Records: Immigration Immunization Record; Immunization Record from another country

Health Clinic Records: Immunization Book

County Record: California Immunization Registry (CAIR) system

Physician's Report: Electronic health record print out

Daily Pass only for COVID vaccine date (interface)

State School Immunization Record: copy of California State Immunization Record (blue card)

Complete the immunization date by clicking on the **calendar** icon and select the **immunization date** (optional)

The immunization date can also be entered directly inside the **Dosage Date** box using the format mm/dd/yyyy

Step 7 Click the **Save** button

Edit an Existing Immunization Record

Repeat steps 1-7 to access an existing immunization record.

Step 8 Click the **Edit**  icon to open a record for editing

Step 9 Enter additional date/s. See steps 6-8

For Students with Immunization Exemption

Follow steps 1-7 of creating or editing an immunization record

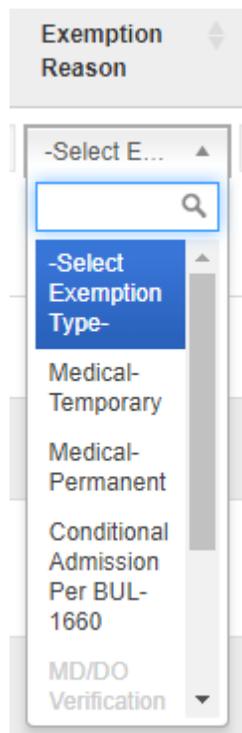
Step 10 Click the **Immunization** drop down  arrow.

Step 11 Select the appropriate **Immunization** option.

Step 12 If there is Exemption, select **Yes** for the **Exempt** option.

* Exempt: Yes No

Step 13 Select **Exemption Reason** from the drop-down option



Exemption Reasons

Medical - Permanent: - DON'T enter new data, see CAIR-ME Permanent

Medical - Temporary: - DON'T enter new data. see CAIR-ME Temporary

The students with existing **Medical-Temporary** are only historical data

Medical-Permanent majority are historical data. Expires at the end of 6th grade

Conditional Admission – only good for 30 days

MD/DO Verification of Varicella Disease – For VARICELLA only. Student with a CAIR ME medical exemption because of history of chicken pox. MUST have been entered via CAIR ME. Expires at the end of 6th grade. In the annual immunization assessment, it gets counted under Permanent Medical

CAIR-ME Permanent – issued through CAIR ME. Expires at the end of 6th grade.

CAIR-ME Temporary – issued through CAIR ME. Expires at the end one calendar year from the exemption date.

Review [REF-6629.0, Compliance with California Immunization Law – Removal of the Personal Belief Exemption from School](#)

Step 14 Enter the date of Immunization exemption and then click save

