

Student Health Data – Immunization, Eye Exam & Physical Fitness

SY 2024-2025

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Agenda

- Introductions
- Key Dates
- 2025 Major Changes
- Student Health Collection Business Rules
- IWAS Access & Workflow
- System Walkthrough- Immunization, Eye Exam & Physical Fitness
- Common Questions
- Resources
- Contacts
- Question & Answer

2025 Key Dates

Student Health Data Key Dates	
Immunization/ Health Examination	
IWAS system opens for data entry	09/01/2024
IWAS system deadline for submission	11/15/2024 at 11:59 PM
Eye Examination	
IWAS system opens for data entry	09/01/2024
IWAS system deadline for submission	06/30/2025 at 11:59 PM
Physical Fitness Assessment	
IWAS system opens for data entry	09/01/2024
IWAS system deadline for submission	06/30/2025 at 11:59 PM
Dental Examination	
IWAS system opens for data entry	05/15/2025
IWAS system deadline for submission	06/30/2025 at 11:59 PM

2025 Major Changes

- Immunization Collection
 - Batch file uploading available for district level
- Eye Exam Collection
 - None
- Physical Fitness Collection
 - None

Business Rules

Collection	Business Rules
<p align="center">Immunization and Physical Exam</p>	<p>Immunization Business rules</p> <ul style="list-style-type: none"> • All children in PreK-grade 12 must provide proof of immunization against polio, measles, mumps, rubella, and Varicella/Chickenpox. • All children in PreK and grades 6-12 must provide proof of immunization against hepatitis B. • All children in PreK must provide proof of immunization against HIB. • All children in grades PreK-12 must provide proof of immunization against DTP/DTaP/Td . • All children in grades 6-12 must provide proof of immunization against Tdap. • All children in PreK must provide proof of immunization against Pneumococcal. • All children in grade 6, grade 7, grade 8, grade 9, grade 10, grade 11, and grade 12 must provide proof of immunization against Meningococcal. <p>Physical Exam Business rules</p> <ul style="list-style-type: none"> • State of Illinois Certificate of Child Health Examination completed in Pre-K is acceptable until Kindergarten. Children entering Kindergarten or 1st grade, 6th grade, and 9th grade; and Pre K-12th grade first year in any Illinois school. • The examination shall be conducted within one year from the date of entry into specified grades as listed immediately prior.
<p align="center">Eye Exam</p>	<ul style="list-style-type: none"> • All Illinois children entering Kindergarten and any children entering any grade level above kindergarten for the first time in an Illinois school.
<p align="center">Dental Exam</p>	<ul style="list-style-type: none"> • All Illinois children in Kindergarten, Grade 2, Grade 6, and Grade 9 are required to have an oral health examination.
<p align="center">Physical Fitness</p>	<ul style="list-style-type: none"> • All Illinois children in grades 3-12 (only grades 4-12 for aerobic capacity) must be tested annually. Districts must report aggregate data for grades 5, 7 and 10 only.

IWAS Access Levels

School Document Author	School data entry persons
School Administrator	School administrator/ Principal
District Document Author	District personnel who enter data at District level for associated entities
District Administrator	District Administrator/Superintendent/Principal or designee responsible for approving data submission to ISBE
ISBE Administrator	ISBE program support personnel

Data Submission Process Flow

1. Data entered by School Author – School Administrator reviews and approves – District Administrator reviews and approves = Submitted to ISBE
2. Data entered by School Administrator – District Administrator reviews and approves = Submitted to ISBE
3. Data entered by District Author – District Administrator reviews and approves = Submitted to ISBE

Student Health Data Statuses

- **Entry began but no data**
 - Data entry has begun, but one of the following circumstances may be the case: 1) Data may or may not be completed and data may not have been submitted at all. 2) Data was complete and submitted but disapproved for corrections. When ISBE, RCDT Administrator, or School Administrator disapproves the data, the status is set to “Entry began but no data.”
- **In Progress School Doc Author**
 - School document author has started entering data but has not submitted to the School administrator yet. Data may or may not be completed and data was not submitted for approval.
- **Waiting School Admin Approval**
 - School document author submitted data and data is waiting for approval by the school administrator.
 - Nonpublic schools submit to ISBE
- **In Progress RCDT Doc Author**
 - The school administrator or RCDT document author submitted data and data is waiting for approval by the RCDT administrator.
- **Waiting RCDT Administrator Approval**
 - The school administrator or RCDT document author submitted data and data is waiting for approval by the RCDT administrator.
- **Submitted to ISBE**
 - Data was approved through entire process flow and submitted to ISBE.

Level of Access

- **District Document Author and District Administrator** users

Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
Whoville Elementary School	No activity				
Whoville Junior High School	No activity				
Whoville High School	No activity				

- **School Document Author and School Administrator** users

Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
Whoville Elem School	No activity		0		

Getting Started- How to log in

- Access the IWAS Login webpage
- Login to IWAS with your Login Name and Password

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ISBE Home **Need to access the Educator Licensure Information System (ELIS)? [Click here for ELIS.](#)**

ELIS Login **Already have an account? Login Here :**

Home **Login Name**

Sign Up Now **Password**

Get Password Remember Login Name

Contact Us **LOG IN**

Help **Forgot Your Password?** **New Partner - Sign up Now**

[IWAS User Guide](#)

[IWAS Training Video](#)

If you have forgotten your login name or password, click on the link below. Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Find Login/Password](#) [Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

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Accessing the System in IWAS

- If not found your access, sign up now
- IWAS User Guide



The screenshot shows the IWAS login page for the Illinois State Board of Education. The page has a blue header with the ISBE logo and the text 'ILLINOIS STATE BOARD OF EDUCATION'. Below the header is a navigation menu with links: ISBE Home, ELIS Login, Home, Sign Up Now, Get Password, Contact Us, Help, IWAS User Guide (with a document icon), and IWAS Training Video. The main content area is divided into two columns. The left column contains a login form with fields for 'Login Name' and 'Password', a 'Remember Login Name' checkbox, and a 'LOG IN' button. Below the form are links for 'Forgot Your Password?' and 'Find Login/Password'. The right column contains a 'New Partner - Sign up Now' section with a 'Sign Up Now' button highlighted by a red box. Below this is a 'Need Help?' section with a 'Help' link. The footer of the page includes the copyright notice 'Copyright © 2024 Illinois State Board of Education'.

Accessing the System in IWAS

- Click on System Listing on the left menu

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: ISBE Administrator

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Messages - Inbox

Hello you last logged in 8/14/2024 11:34:46 AM.

Messages :

- [363 unread Inbox message\(s\)](#)
- [33 unread Archived message\(s\)](#)

Require Action :

- [0 Sign-ups pending your approval](#)
- [0 Documents pending your approval](#)
- [0 Feedback messages pending review](#)

We have your email address listed as:
If this is NOT correct, [click here](#) to update.

Getting Started- Immunization

- On the *My Systems Page*, click on **Student Health Data– Immunization**, under the category *Reporting, Annual*. This will take you to the **School Listing Screen**

The screenshot shows the 'My Systems' page in the IWA STRAIN system. The page is titled 'My Systems' and contains a list of systems. The 'Reporting' and 'Annual' categories are highlighted with red boxes. The 'Student Health Data - Immunization' system is highlighted with a red box. A red box also highlights the 'Want to Signup for Other Systems?' link at the bottom right.

Categories	Authorization
Reporting	
Annual	
Student Health Data - Dental	Authorized
Student Health Data - Immunization	Authorized
Student Health Data - Physical Fitness	Authorized
Student Health Data - Vision	Authorized
Student Health - Eye Exam	Authorized

- Note:** If you do not see the *Student Health Data–Immunization* option, contact the *ISBE Helpdesk* at 217-558-3600.

Getting Started- Eye Exam

- On the *My Systems Page*, click on **Student Health Data–Eye Exam**, under the category *Annual*. This will take you to the **School Listing Screen**

The screenshot shows the 'My Systems' page. On the left is a navigation menu with items: Home, System Listing, Pending Documents, Change Password, Messages - Inbox, Messages - Archived, Contact Us, Help, Log Out, and IWAS Training Video. The main content area has a header 'My Systems' and a paragraph: 'Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.' Below this is a link 'Click Here for Due Dates'. A table lists systems with columns 'Categories - Click to Expand/Collapse Tree' and 'Authorization'. Under 'Reporting', the 'Annual' category is expanded, showing a list of systems: 'Student Health Data - Dental', 'Student Health Data - Immunization', 'Student Health Data - Physical Fitness', and 'Student Health - Eye Exam'. The 'Student Health - Eye Exam' system is highlighted with a red box. Each system entry includes an information icon, a calendar icon, a user icon, and an 'Authorized' button. The footer of the page reads 'Copyright © 2019 Illinois State Board of Education'.

- Note: If you do not see the Student Health Data–Eye Exam option, contact the ISBE Helpdesk at 217-558-3600.**

Getting Started-Physical Fitness

On the *My Systems Page*, click on **Student Health Data–Physical Fitness**, under the category *Reporting, Annual*. This will take you to the **School Listing Screen**

The screenshot shows the 'My Systems' page with a navigation menu on the left and a list of systems on the right. The 'Reporting' category is expanded, showing 'Data Quality Dashboard' and 'Employment Information System (EIS)'. The 'Annual' category is also expanded, showing 'Student Information System - Statewide', 'E-Report Card', 'Noncertified Staff Salary Study', 'Student Health Data - Dental', 'Student Health Data - Immunization', and 'Student Health Data - Physical Fitness'. The 'Student Health Data - Physical Fitness' option is highlighted with a red box. The 'Authorization' column for all systems shows 'Authorized'.

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
- Data Quality Dashboard	Authorized
- Employment Information System (EIS)	Authorized
Monthly	
- Student Information System - Statewide	Authorized
Annual	
- E-Report Card	Authorized
- Noncertified Staff Salary Study	Authorized
- Student Health Data - Dental	Authorized
- Student Health Data - Immunization	Authorized
- Student Health Data - Physical Fitness	Authorized

Note: If you do not see the *Student Health Data–Immunization* option, contact the *ISBE Helpdesk* at 217-558-3600.

Immunization Health Data

SY 2025

- Immunization Health Data
 - IWAS Data Submission Walkthrough

Immunization reporting requirements

Collection	Business Rules
<p style="text-align: center;">Immunization and Physical Exam</p>	<p>Immunization Business rules</p> <ul style="list-style-type: none"> • All children in PreK-grade 12 must provide proof of immunization against polio, measles, mumps, rubella, and Varicella/Chickenpox. • All children in PreK and grades 6-12 must provide proof of immunization against hepatitis B. • All children in PreK must provide proof of immunization against Hib. • All children in grades PreK-12 must provide proof of immunization against DTP/DTaP/<u>Td</u>. • All children in grades 6-12 must provide proof of immunization against Tdap. • All children in PreK must provide proof of immunization against Pneumococcal. • All children in grade 6, grade 7, grade 8, grade 9, grade 10, grade 11, and grade 12 must provide proof of immunization against Meningococcal. <p>Physical Exam Business rules</p> <ul style="list-style-type: none"> • Child Health exam completed in Pre-K is acceptable until Kindergarten. Children entering Kindergarten or 1st grade, 6th grade, and 9th grade; and <u>Pre K-12th</u> grade first year in any Illinois school. • The examination shall be conducted within one year from the date of entry into specified grades as listed immediately prior.

Data Entry Screen 1

- If you do not have student Immunization data to submit, select the bottom option.
 - “We have no student data to report.”

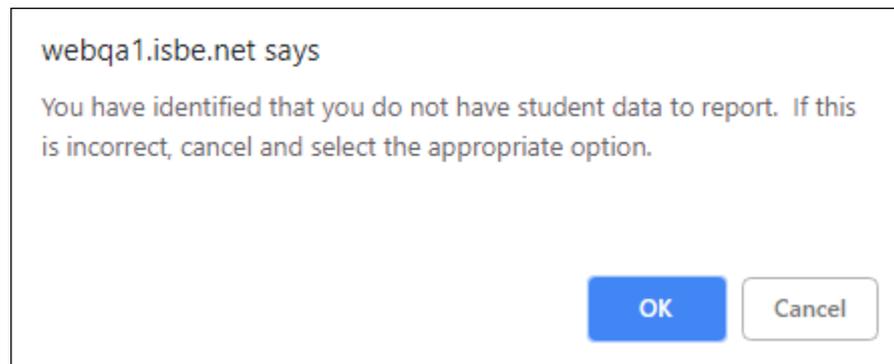
Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

Data Entry Screen 1- Completion

- If you selected the bottom choice on **Data Entry Screen 1** and clicked “Approve Selection,” the following pop-up will appear.
- Click “OK” to confirm you do not have student health data report. Click “Cancel” if you do have student data to enter.



Data Entry Screen 1

- If you have student Immunization data to submit, select the top option. Clicking on “Next” will take you to Data Entry Screen 2.

The screenshot shows the 'Student Health Data Immunization' interface. At the top left is the Illinois State Board of Education logo. The main header includes 'Student Health Data Immunization' and a session timeout of 17:29. Below the header, there are fields for 'Name: Venice CUSD 3', 'School: Venice Elem School', 'Authority: School Admin', 'RCDT: 410570030262002', 'County: Madison', and 'Zip Code: 62090-1015'. A navigation bar contains three tabs: 'School Summary', 'District Summary', and 'User Documentation'. The main content area contains a red warning message: 'Please read carefully before making a selection.' Below this are two sections: 'A. Health Examination Requirements' and 'B. Immunization Requirements', each with a list of bullet points. At the bottom, there are instructions on when to report data and a section for selecting reporting options. The 'We have student data to report' option is selected. 'Back' and 'Next' buttons are at the bottom.

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Student Health Data
Immunization

SESSION TIMEOUT 17:29

Name: Venice CUSD 3
School: Venice Elem School
Authority: School Admin

RCDT: 410570030262002
County: Madison
Zip Code: 62090-1015

School Summary | District Summary | User Documentation

Please read carefully before making a selection.

A. Health Examination Requirements
All children must receive health examinations before

- entering Illinois schools for the first time,
- entering kindergarten or grade 1,
- entering grade 6, and
- entering grade 9.

B. Immunization Requirements

- All children in PreK-grade 12 must provide proof of immunization against polio, measles, mumps, rubella, and Varicella/Chickenpox.
- All children in PreK-grade 12 must provide proof of immunization against hepatitis B.
- All children in PreK must provide proof of immunization against Hib.
- All children in grades PreK-12 must provide proof of immunization against DTP/DTaP/Td.
- All children in grades 6-12 must provide proof of immunization against Tdap.
- All children in PreK must provide proof of immunization against Pneumococcal.
- All children in grade 6, grade 7, grade 8, grade 9, grade 10, grade 11 and grade 12 must provide proof of immunization against Meningococcal.

You are required to report data for all students (as described in A and B) for whom your school is their home school, regardless of whether they are being educated at your school or another school. If you are a nonpublic school (not a special education private facility) and serve a student on a part-time basis, you must collect and report data for that student. For more information on "Who is responsible for providing data?", please refer to the IWAS User guide found in the link "User Documentation" (located in the yellow row on the top right).

You should not report data for students who have been placed at your school to receive educational services (i.e., your school is not their home school and they would not ordinarily attend school there).

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.
(This school is not the home school for any student.)

Back Next

Data Entry Screen 1_batchfile uploading

- District can upload data for all schools in district
- Only available for district level user, not school level user
- Batch file uploading is optional, not requirement
- Should not alter data file formats
- Need to follow the uploading requirements and process

Immunization file upload requirements

- Only use excel spreadsheets to upload data.
- The spreadsheet columns/column names should match the format provided.
- School district can submit data only once per FY.
- None of the columns/rows can contain empty values.
- School year on the file should match current FY.
- Cannot contain multiple school years on the file.
- Grade should be an exact match including uppercase/lowercase letters - PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.
- Vaccine should be an exact match including uppercase/lowercase letters - Polio, DTP/DTaP/Td, Measles, Rubella, Mumps, Hepatitis B, Hib, Varicella/Chicken Pox, Tdap, Pneumococcal, Meningococcal.

Immunization file upload process

Do not click on any of the below buttons more than once and before the upload is finished. You will see a message once the file has been processed.

- "Upload File for Compliance" button to upload compliance data only once.
- "Upload File for Non Compliance" button to upload not compliance data only once.
- "Click here to confirm upload" button to move data from the above 2 files to appropriate tables only after the above 2 files have been successfully uploaded.

Choose File No file chosen Upload File for Compliance

Choose File No file chosen Upload File for Non Compliance

Data Entry Screen 2

- Select the grades levels that your entity serves
- If you select or modify “Grades Served,” a “Save” button will appear. Clicking “Save” on this page will save your selected grades and allow you to click the “Next Page” button to continue to Data Entry Screen 3.
- Be sure to enter the Total Student Enrollment for the selected grades in the field at the top.

Data Entry Screen 2

School Summary District Summary User Documentation

In the text box on the right, please enter the total school enrollment. (Total school enrollment is the total number of students for whom your school is their home school.)

Total School Enrollment:

Select from the list on the right **all grades** served by this school.

More than one grade?

PC Users:
Press and hold the **Ctrl** key on your keyboard and use your mouse to click on each applicable grade from the list.

Mac users:
Press and hold the **Command** key on your keyboard and use your mouse to click on each applicable grade from the list.

Grade(s) Served:

School Summary District Summary User Documentation

In the text box on the right, please enter the total school enrollment. (Total school enrollment is the total number of students for whom your school is their home school.)

Total School Enrollment:

Select from the list on the right **all grades** served by this school.

More than one grade?

PC Users:
Press and hold the **Ctrl** key on your keyboard and use your mouse to click on each applicable grade from the list.

Mac users:
Press and hold the **Command** key on your keyboard and use your mouse to click on each applicable grade from the list.

Grade(s) Served:

Data Entry Screen 3

Select Grade Level -- Select -- ▾

Total Number of Students in the Selected Grade

Please enter the number of students for each disease category in each status for the selected grade.
(The total number in each Disease Category must equal the "Total Student Count in the Selected Grade".)

Polio

1. Protected and in Compliance with Immunization requirements
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)
2. Unprotected and not in compliance with Immunization requirements
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)
3. Medical Reason or Objection - unprotected but compliant
4. Religious Objection - unprotected but compliant
5. Approved/scheduled medical appointment - unprotected but compliant
6. Homeless Education Assistance/McKinney Vento Act - unprotected but compliant

DTP/DTap/Td

1. Protected and in Compliance with Immunization requirements
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)
2. Unprotected and not in compliance with Immunization requirements
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)
3. Medical Reason or Objection - unprotected but compliant
4. Religious Objection - unprotected but compliant
5. Approved/scheduled medical appointment - unprotected but compliant
6. Homeless Education Assistance/McKinney Vento Act - unprotected but compliant

Data Entry Screen 3

Meningococcal

1. Protected and in Compliance with Immunization requirements
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)
2. Unprotected and not in compliance with Immunization requirements
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)
3. Medical Reason or Objection - unprotected but compliant
4. Religious Objection - unprotected but compliant
5. Approved/scheduled medical appointment - unprotected but compliant
6. Homeless Education Assistance/McKinney Vento Act – unprotected but compliant

For reporting students regarding immunizations and physical examinations, please enter the following:

A. Actual unduplicated count of students unprotected and not in compliance with immunization requirements. Count students only once even if they are noncompliant in more than one disease category. They may also need a physical examination. If you need assistance on calculating Actual Unduplicated Count of students, please click [here](#).

B. Number of students not in compliance with the physical examination requirement **ONLY**. Do not include any student counted in item 'A' above.

C. Number of students excluded from school on October 15, or an earlier established exclusion date, for not being in compliance. Report students excluded for one or more days.

D. Total Number of students who are without physical examination requirement **ONLY** but compliant due to religious objection or Homeless Education Assistance/McKinney-Vento Act.

<- Back

Save

Return to School Listing

Data Entry Screen 3

- Select a grade from the dropdown at the top and then enter the values as appropriate.
- Click on “Save” at the bottom of the screen to save the data for the selected grade.
- A row that corresponds to the grade will appear under the “Grades Entered” grid at the top of the page.
- Repeat these steps for each of the grades with students who have Immunization data to submit.

Data Screen 3 Continued..

- To edit information for a saved grade, click on the “View Grade” link that corresponds to the grade appearing under the “Grades Entered” grid.
- You may modify data and then save again. You may also delete data for a grade by clicking on the “Delete Grade” link.

The screenshot displays a web interface for data management. At the top, there is a header bar with the following information: "BCDTS: 06/07/2016 08:00:00", "Name: sarah (10/16)", "County: Willcox", "School: Willcox Elem School", and "Authority: School Admin". Below the header is a table titled "Grades Entered" with three rows. Each row contains a grade level (1, 6, and K) and two links: "View Grade" and "Delete Grade". The table is highlighted with a red border. Below the table, there is a "Select Grade Level" dropdown menu and a "Total Number of Students in the Selected Grade" input field.

Grades Entered	
1	View Grade Delete Grade
6	View Grade Delete Grade
K	View Grade Delete Grade

Select Grade Level: -- Select --

Total Number of Students in the Selected Grade:

Error Messages

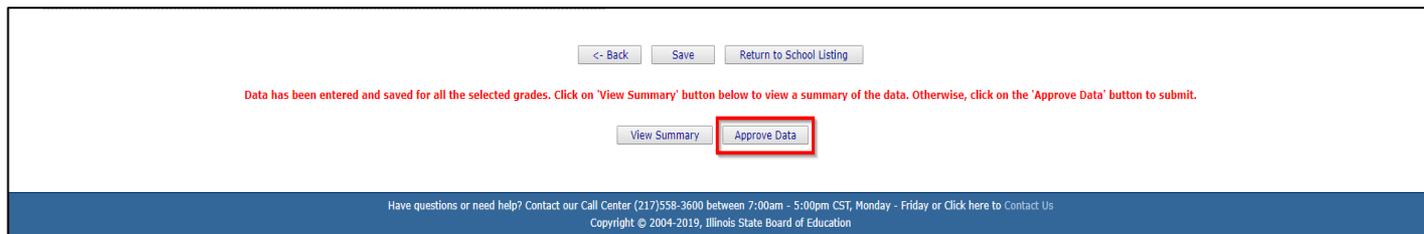
- If an error occurs during data entry, an error message will appear in red at the top of the page, specifying the type of error and the associated field(s).
- By following the directions in the error message you should be able to resolve the error.
- If you are unable to resolve the error and need assistance you can report errors by taking a screen shot and emailing it to datahelp@isbe.net

Data Screen 3 Continued..

- When you have completed entering data for ALL of the grades appearing in the “Select a Grade” drop-down list, the “Approve Data” button will appear at the bottom of the screen.
 - The Approve Data button will only be available once data has been entered for all Selected Grades

Data Screen 3 Continued..

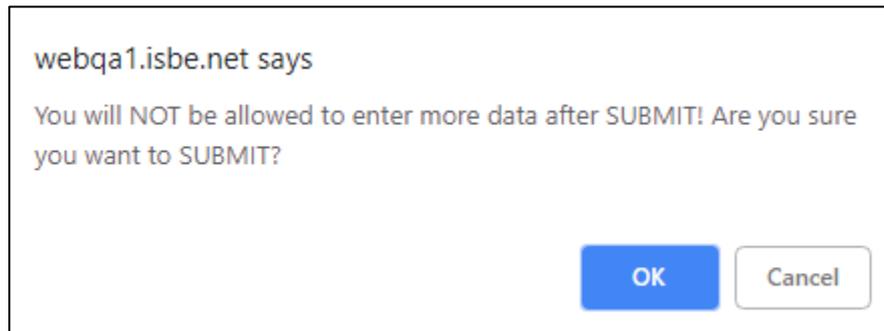
- If you are confident that you have correctly entered all required information and are ready to submit the data for approval to the **School/District Administrator** (as appropriate), click on “Approve Data.”



The screenshot shows a web interface with a white background and a blue footer. At the top, there are three buttons: "<- Back", "Save", and "Return to School Listing". Below these is a red text message: "Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise, click on the 'Approve Data' button to submit." Underneath the message are two buttons: "View Summary" and "Approve Data". The "Approve Data" button is highlighted with a red rectangular border. The footer contains the text: "Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us" and "Copyright © 2004-2019, Illinois State Board of Education".

Data Screen 3 Completion

- A warning pop-up will appear
- If you are ready to submit the data, click on “OK” to submit the data to the **School/District Administrator** (as appropriate) for approval.



Data Screen 3 Completion

- The resulting page (in this example, a submission to the **District (RCDT) Administrator**) is shown

The screenshot displays a web interface for data submission. At the top, it shows the RCDS ID (01-0111-0000-00-0000), Name (John Doe), School (John Doe School), County (Hallen), and Authority (John Doe). Below this, there is a table titled "Grades Entered" with three rows for grades 1, 5, and K. Each row has a "View Grade" and "Delete Grade" link. Below the table is a "Select Grade Level" dropdown menu set to "Select --" and a "Total Number of Students in the Selected Grade" input field. A red-bordered box highlights a message: "Data has been submitted to :RCDT Administrator" and "Now would be a good time for you to alert your administrator to review and submit the report to Illinois State Board of Education(ISBE)."

Grades Entered	
1	View Grade Delete Grade
5	View Grade Delete Grade
K	View Grade Delete Grade

Select Grade Level:

Total Number of Students in the Selected Grade:

Data has been submitted to :RCDT Administrator
Now would be a good time for you to alert your administrator to review and submit the report to Illinois State Board of Education(ISBE).

How to Approve or Return Data for Correction- School Administrator

- After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 1**, as shown below. (as appropriate)

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

How to Approve or Return Data for Correction- School Administrator

- If no student Immunization data is reported, the **School Administrator** may choose one of the following options if no data was entered:
 1. Click on “Approve Selection” to approve and submit the data to the **District Administrator**.
 2. Click on “Disapprove Selection” to return the data for corrections.
 3. Click on “Back” to change the selection of options.

How to Approve or Return Data for Correction- School Administrator

- After the **School Document Author** has submitted the entered data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 3**.

BCDTS: 01/07/2016 08:00AM
County: Peoria
Name: 0000-0000-0
School: 00000 Dem School
Authority: School Admin

Grades Entered	
1	View Grade Delete Grade
6	View Grade Delete Grade
K	View Grade Delete Grade

Select Grade Level: -- Select --
Total Number of Students in the Selected Grade:

<- Back Save Return to District Summary

Please view ALL grades before approving and/or submitting report.

Approve Data Disapprove Data

How to Approve or Return Data for Correction- School Administrator

- From this screen, the **School Administrator** may choose one of the following options:
 1. Click on the “**View Grade**” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.
 2. Click on “**Approve Data**” to approve and submit the data to the **District Administrator**.
 3. Click on “**Disapprove Data**” to return the data for corrections.
 4. Click on “**Return to District Summary**” to return to the school summary screen.

How to Approve or Return Data for Correction- District Administrator

- After the **Document Author** or **School Administrator** has submitted data for approval, the **District Administrator** must access the school data awaiting approval from the list of school submissions. The district submission status screen, with submission statuses for different schools, is accessible only by the **District Administrator** and the **District Document Author**.

How to Approve or Return Data for Correction- District Administrator

- The **District Administrator** may select a school with the status of “Waiting RCDT Approval” by clicking on the school name link.

Facility Name (click on name for data entry)	Status	Grade Served
Elem School	Waiting RCDT Admin Approval	K,2,4

How to Approve or Return Data for Correction- District Administrator

- When there is no student Immunization data to submit:

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

How to Approve or Return Data for Correction- District Administrator

- From this screen, the **District Administrator** may choose one of the following options:
 1. Click on “Approve Selection” to approve and submit the data to the **District Administrator**.
 2. Click on “Disapprove Selection” to return the data to for corrections.
 3. Click on “Back” to change the selection of options.

How to Approve or Return Data for Correction- District Administrator

- When there is student Immunization data available to submit:

The screenshot shows a web interface for entering student immunization data. At the top, there is a header with the following information: "Name: Willis, William D", "County: Willard", "School: Willis Elem School", and "Authority: School Admin". Below this is a table titled "Grades Entered" with a red border. The table has two columns: "Grade" and "Action". The rows are: "1" with "View Grade Delete Grade", "6" with "View Grade Delete Grade", and "K" with "View Grade Delete Grade". Below the table is a "Select Grade Level" dropdown menu set to "Select --" and a "Total Number of Students in the Selected Grade" input field. At the bottom, there are three buttons: "<- Back", "Save", and "Return to School Listing". Below these buttons is a red text message: "Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise, click on the 'Approve Data' button to submit." At the very bottom, there are three buttons: "View Summary", "Approve Data", and "Disapprove Data", with a red border around the "View Summary" and "Approve Data" buttons.

Grade	Action
1	View Grade Delete Grade
6	View Grade Delete Grade
K	View Grade Delete Grade

Select Grade Level: -- Select --

Total Number of Students in the Selected Grade:

<- Back Save Return to School Listing

Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise, click on the 'Approve Data' button to submit.

View Summary Approve Data Disapprove Data

How to Approve or Return Data for Correction- District Administrator

- From this screen, the **District Administrator** may choose one of the following options:
 1. Click on the “**View Grade**” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.
 2. Click on “**Approve Data**” to approve and submit the data to **ISBE**.
 3. Click on “**Disapprove Data**” to return the data for corrections.
 4. Click on “**Return to District Summary**” to return to the district summary screen.

Final Status

- Once the **District Administrator** has reviewed and approved the data in the system, the school will have a final status of “Submitted to ISBE”.

Facility Name (click on name for data entry)	Status	Grade Served
Elem School	Submitted to ISBE	K-2,4

How to Print Summary Reports

- To print a **school** Immunization data summary, click on “School Summary” on the top menu bar.
 - Printing a school summary is possible only when the school Immunization data has been submitted to ISBE.



How to Print Summary Reports

- School Summary Report Sample*

Illinois State Board of Education											
Data Analysis and Progress Reporting											
100 North First Street											
Springfield, IL 62777											
Student Health Data - Immunization											
School Immunization Summary for ██████ Elem School											
2019 - 2020											
All Students by Disease	POLIO	DTP/DTap/Td	Tdap	MEASLES	RUBELLA	MUMPS	Hepatitis-B	Hib	Varicella/Chickenpox	Pneumococcal	Meningococcal
Number of students protected and in compliance:	12	12	4	12	12	12	4	0	12	0	4
Number of students unprotected but in compliance due to:											
Religious objection:	0	0	0	0	0	0	0	0	0	0	0
Medical reason or objection:	0	0	0	0	0	0	0	0	0	0	0
Approved schedule:	0	0	0	0	0	0	0	0	0	0	0
Homeless Education Assistance/McKinney Vento Act:	0	0	0	0	0	0	0	0	0	0	0
Number of students unprotected and in noncompliance:	0	0	0	0	0	0	0	0	0	0	0
Student Enrollment and Compliance											
Total student enrollment :			12								
Actual unduplicated count of students unprotected and in noncompliance:			0								
Number of students in noncompliance with the physical examination requirement only:			0								
Total number of students in noncompliance:			0								
Number of students excluded due to noncompliance:			0								
Number of students who are without physical examination only but compliant due to religious objection or Homeless Education Assistance/McKinnet Vento Act only:			0								
% compliance:			100.0								

How to Print Summary Reports

- To print a **school district** Immunization data summary, click on “District Summary” on the top menu bar
 - Printing a school district summary is possible only when the Immunization data for all of the eligible schools in the district have been submitted to ISBE.

RCDT: [REDACTED]	Name: [REDACTED]	Authority: [REDACTED]
County: [REDACTED]		
School Summary	District Summary	User Documentation

How to Print Summary Reports

- School District Summary Report Sample*

Illinois State Board of Education												
Data Analysis and Progress Reporting 100 North First Street Springfield, IL 62777												
Student Health Data - Immunization												
District Immunization Summary for ██████████ 2019 - 2020												
All Students by Disease	POLIO	DTP/DTap/Td	Tdap	MEASLE	A	MUMPS	Hepatitis-B	Hib	Chickenpox	Pneumococcal	Meningococcal	
Number of students protected and in compliance:	12	12	4	12	12	12	4	0	12	0	4	
Number of students unprotected but in compliance due to:												
Religious objection:	0	0	0	0	0	0	0	0	0	0	0	
Medical reason or objection:	0	0	0	0	0	0	0	0	0	0	0	
Approved schedule:	0	0	0	0	0	0	0	0	0	0	0	
Homeless Education Assistance/McKinney vento Act:	0	0	0	0	0	0	0	0	0	0	0	
Number of students unprotected and in noncompliance:	0	0	0	0	0	0	0	0	0	0	0	
Student Enrollment and Compliance												
Total student enrollment :			12									
Actual unduplicated count of students unprotected and in noncompliance:			0									
Number of students in noncompliance with the physical examination requirement only:			0									
Total number of students in noncompliance:			0									
Number of students excluded due to			0									
Number of students who are without physical examination only but compliant due to religious objection or Homeless Education			0									
% compliance:			100.0									

Eye Exam Health Data

SY 2025

- Eye Exam Health Data
 - IWAS Data Submission Walkthrough

Eye Exam reporting requirements

Collection	Business Rules
Eye Exam	<ul style="list-style-type: none">• All Illinois children entering kindergarten and any children entering any grade level above kindergarten for the first time in an Illinois school.

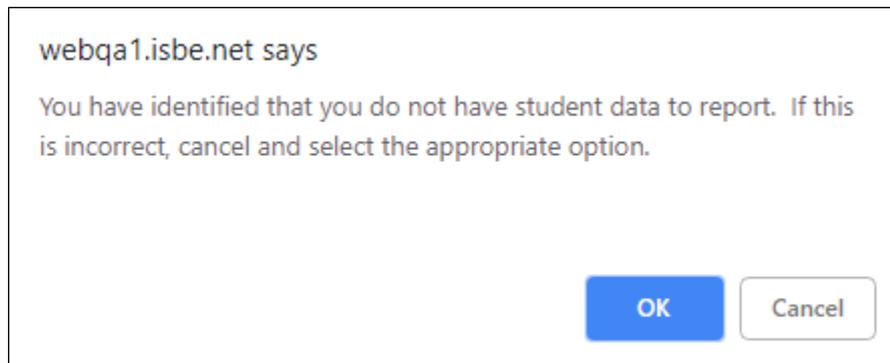
Data Entry Screen 1

- If you do not have student Eye Exam data to submit, select the bottom option.
 - “We have no student data to report.”

The screenshot shows a web interface for data entry. At the top, there is a header with the following information: RCDT: 0000000000000000, County: Yorkville, Name: Venice Child, School: Venice Elem School, and Authority: SchoolAdmin. Below the header, there are three tabs: School Summary, District Summary, and User Documentation. The main content area contains a red warning message: "Please read carefully before making a selection." Below this is a section titled "K. Eye Examination Requirements" with two bullet points: "All children entering kindergarten are required to have an eye examination." and "Children entering grades 1-12 in an Illinois school for the first time are required to have an eye examination." There are two paragraphs of text providing further details about reporting requirements. Below the text, there are two radio button options: "We have student data to report." and "We have no student data to report." The second option is selected and highlighted with a red box. At the bottom, there are two buttons: "Back" and "Approve Selection", with the latter also highlighted by a red box.

Data Entry Screen 1- Completion

- If you selected the bottom choice on **Data Entry Screen 1** and clicked “Approve Selection,” the following pop-up will appear.
- Click “OK” to confirm you do not have student health data report. Click “Cancel” if you do have student data to enter.



Data Entry Screen 1

- If you have student Eye Exam data to submit, select the top option. Clicking “Next” will take you to Data Entry Screen 2.

RCDT: 000000000000 County: Madison Name: Madison CUSD 12 School: Madison Elem School Authority: SchoolAdmin

School Summary District Summary User Documentation

Please read carefully before making a selection.

A. Eye Examination Requirements

- All children entering kindergarten are required to have an eye examination.
- Children entering grades 1-12 in an Illinois school for the first time are required to have an eye examination.

You are required to report data for all students (as described above) for whom your school is their home school, regardless of whether they are being educated at your school or another school. If you are a nonpublic school (not a special education private facility) and serve a student on a part-time basis, you must collect and report immunization data for that student. For more information on "Who is responsible for providing immunization data?", please refer to the IWAG User guide found in the link "User Documentation" (located in the yellow row on the top right).

You should not report data for students who have been placed at your school to receive educational services (i.e., your school is not their home school and they would not ordinarily attend school there).

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

Back Next

Data Entry Screen 2

- Select **Kindergarten and any other grade with a student entering an Illinois school for the first time.**
- If you select or modify “Grades Served,” a “Save” button will appear. Clicking “Save” on this page will save your selected grades and allow you to click the “Next Page” button to continue to Data Entry Screen 3.

Data Entry Screen 3

BCDTS: #1-007-0000-00-0000 County: Peoria Name: WASHINGTON Elementary School: WASHINGTON Elem School Authority: District Admin

Attention!
Please read carefully before entering and saving data.

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields 'a' through 'g' (i.e., $a + b + c + d + e + f + g$) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level

Total Student Count in Selected Grade

Number of Students in the Selected Grade who require an Eye Examination

Please enter the number of students for each category for the selected grade

a. In Compliance with complete eye examination	<input type="text"/>
b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.	<input type="text"/>
c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.	<input type="text"/>
d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).	<input type="text"/>
e. Approved appointment scheduled for an eye examination - unprotected but compliant.	<input type="text"/>
f. Religious objection - unprotected but compliant	<input type="text"/>
g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)	<input type="text"/>

Data Entry Screen 3

- Select a grade from the dropdown at the top and then enter the values as appropriate.
- Click on “Save” at the bottom of the screen to save the data for the selected grade.
- A row that corresponds to the grade will appear under the “Grades Entered” grid at the top of the page.
- Repeat these steps for each of the grades with students who need an eye examination.

Data Screen 3

- To edit information for a saved grade, click on the “View Grade” link that corresponds to the grade appearing under the “Grades Entered” grid.
- You may modify data and then save again. You may also delete data for a grade by clicking on the “Delete Grade” link.

BCDTS: 11-017-11000-00-00000
County: 1100000000
Name: 11000000000000000000
School: 11000-11000 School
Authority: 11000-11000

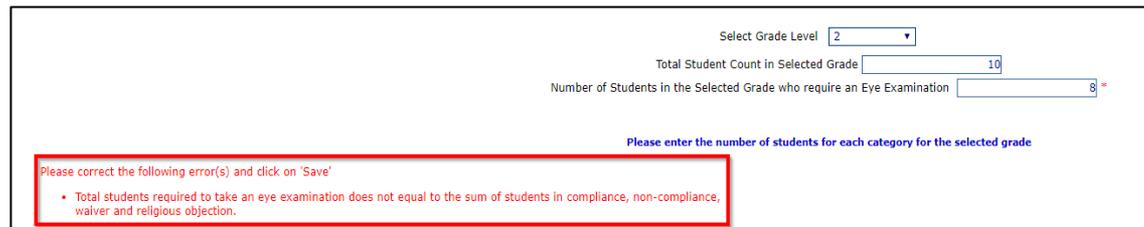
Grades Entered	
2	View Grade Delete Grade
4	View Grade Delete Grade
K	View Grade Delete Grade

Attention!
Please read carefully before entering and saving data.

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields 'a' through 'g' (i.e., $a + b + c + d + e + f + g$) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Error Message

- If an error occurs during data entry, an error message will appear in red at the top of the page, specifying the type of error and the associated field(s).



The screenshot shows a data entry form with the following fields and values:

- Select Grade Level: 2
- Total Student Count in Selected Grade: 10
- Number of Students in the Selected Grade who require an Eye Examination: 8

Below the fields, there is a blue instruction: "Please enter the number of students for each category for the selected grade".

A red-bordered box contains the error message:

Please correct the following error(s) and click on 'Save'

- Total students required to take an eye examination does not equal to the sum of students in compliance, non-compliance, waiver and religious objection.

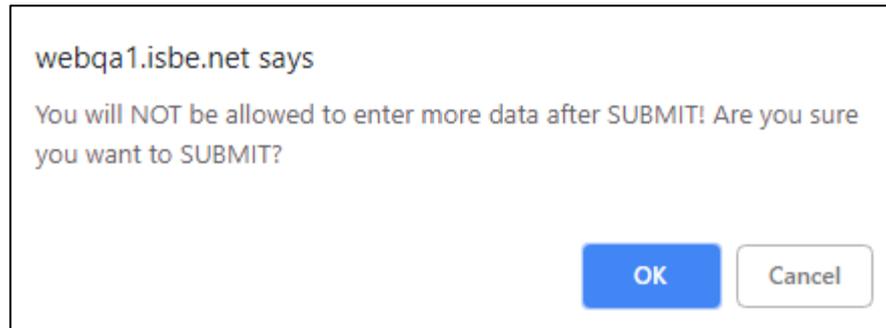
- If you are unable to resolve the error and need assistance you can report errors by taking a screen shot and emailing it to datahelp@isbe.net

Data Entry Screen 3

- When you have finished entering data for ALL of the grades appearing in the “Select a Grade” drop-down list, the “Approve Data” button will appear at the bottom of the screen, as shown below.
 - The Approve Data button will only be available once data has been entered for all Selected Grades
- If you are confident that you have correctly entered all required information and are ready to submit the data for approval to the **School/District Administrator** (as appropriate), click on “Approve Data.”

Data Entry Screen 3

- A warning pop-up will appear on **Data Entry Screen 3**
- If you are ready to submit the data, click on “OK” to submit the data to the **School/District Administrator** (as appropriate) for approval.



Data Entry Screen 3

Attention!

Please read carefully before entering and saving data.

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.

2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter "25" in the 'Total Student Count in Selected Grade' field and "5" in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

3. The sum of numbers in fields 'a' through 'g' (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level

Total Student Count in Selected Grade

Number of Students in the Selected Grade who require an Eye Examination

Please enter the number of students for each category for the selected grade

a. In Compliance with complete eye examination

b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.

c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.

d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).

e. Approved appointment scheduled for an eye examination - unprotected but compliant

f. Religious objection - unprotected but compliant

g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)

Please view ALL grades before approving and/or submitting report.

Data Entry Screen 3

- The resulting page (in this example, a submission to the **School Administrator**) is shown

Grades Entered		
2	View Grade	Delete Grade
4	View Grade	Delete Grade
K	View Grade	Delete Grade

Students in the Selected Grade Who Require an Eye Examination'.
Will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these of
e from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five
Require an Eye Examination' field.
e number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level

Total Student Count in Selected Grade

Number of Students in the Selected Grade who require an Eye Examination

Data has been submitted to :School Administrator

Please enter the number of students for each category for the selected grade

How to Approve or Return Data for Correction- School Administrator

- After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 1**, as shown below. (as appropriate).

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

How to Approve or Return Data for Correction- School Administrator

- If no student Eye Exam data is reported, the **School Administrator** may choose one of the following options:
 1. Click on “Approve Selection” to approve and submit the data to the **District Administrator**.
 2. Click on “Disapprove Selection” to return the data to for corrections.
 3. Click on “Back” to change the selection of options.

How to Approve or Return Data for Correction- School Administrator

- After the **School Document Author** has submitted the entered data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 3**.

Attention
Please read carefully before entering and saving data.

1. For kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter '25' in the 'Total Student Count in Selected Grade' field and '5' in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields 'a' through 'g' (i.e., $a + b + c + d + e + f + g$) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level:

Total Student Count in Selected Grade:

Number of Students in the Selected Grade who require an Eye Examination:

Please enter the number of students for each category for the selected grade

a. In Compliance with complete eye examination

b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.

c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.

d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).

e. Approved appointment scheduled for an eye examination - unprotected but compliant

f. Religious objection - unprotected but compliant

g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)

Please view ALL grades before approving and/or submitting report.

How to Approve or Return Data for Correction- School Administrator

- From this screen, the **School Administrator** may choose one of the following options:
 1. Click on the “**View Grade**” link that corresponds to the appropriate grade under the “**Grades Entered**” grid to edit existing records.
 2. Click on “**Approve Data**” to approve and submit the data to the **District Administrator**.
 3. Click on “**Disapprove Data**” to return the data for corrections.
 4. Click on “**Return to District Summary**” to return to the school summary screen.

How to Approve or Return Data for Correction- District Administrator

- The **District Administrator** may select a school with the status of “Waiting RCDT Approval” by clicking on the school name link.

Facility Name (click on name for data entry)	Status	Grade Served
Elem School	Waiting RCDT Admin Approval	K,2,4

How to Approve or Return Data for Correction- District Administrator

- After the **Document Author** or **School Administrator** has submitted data for approval, the **District Administrator** must access the school data awaiting approval from the list of school submissions. The district submission status screen, with submission statuses for different schools, is accessible only by the **District Administrator** and the **District Document Author**.

How to Approve or Return Data for Correction- District Administrator

- When there is no student Eye Exam data to submit:

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

How to Approve or Return Data for Correction- District Administrator

- From this screen, the **District Administrator** may choose one of the following options:
 1. Click on “Approve Selection” to approve and submit the data to the **District Administrator**.
 2. Click on “Disapprove Selection” to return the data for corrections.
 3. Click on “Back” to change the selection of options.

How to Approve or Return Data for Correction- District Administrator

- When there is student Eye Exam data available to submit:

Attention!
Please read carefully before entering and saving data.

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 25 students in grade 5. Of these 25, four students came from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five previously attended an Illinois school. In this case, you should enter '25' in the 'Total Student Count in Selected Grade' field and '5' in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields 'a' through 'g' (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level:

Total Student Count in Selected Grade:

Number of Students in the Selected Grade who require an Eye Examination:

Please enter the number of students for each category for the selected grade

a. In Compliance with complete eye examination

b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.

c. Waiver - The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.

d. Waiver - Due to other undue burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).

e. Approved appointment scheduled for an eye examination - unprotected but compliant

f. Religious objection - unprotected but compliant

g. Not in compliance(no Eye examination-no waiver-no religious objection-no scheduled appointment)

Please view ALL grades before approving and/or submitting report.

How to Approve or Return Data for Correction- District Administrator

- From this screen, the **District Administrator** may choose one of the following options:
 1. Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.
 2. Click on “Approve Data” to approve and submit the data to **ISBE**.
 3. Click on “Disapprove Data” to return the data for corrections.
 4. Click on “Return to District Summary” to return to the district summary screen.

Final Status

- Once the **District Administrator** has reviewed and approved the data in the system, the school will have a final status of “Submitted to ISBE”.

Facility Name (click on name for data entry)	Status	Grade Served
Elem School	Submitted to ISBE	K-2,4

How to Print Summary Reports

- To print a **school** Eye Exam data summary, click on “School Summary” on the top menu bar.
- Printing a school summary is possible only when the school eye examination data have been submitted to ISBE.

RCOT: View School Summary	Name: View School	Authority: View Authority
County: View County		
School Summary	District Summary	User Documentation

How to Print Summary Reports

- *School Summary Report Sample*

Illinois State Board of Education Data Analysis and Progress Reporting 100 North First Street Springfield, IL 62777	
Student Health Data - Eye Exam	
School Eye Exam Summary for Sample School	
School Year	
In compliance with complete eye examination:	30
Waiver: The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an Optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS:	0
Waiver: The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination:	0
Waiver: Due to other undue burden or a lack of access to an Optometrist or to a physician who provides eye examinations(must be explicitly stated on the form):	0
Approved appointment scheduled - compliant:	0
Religious Objection - compliant:	0
Not in compliance (no eye exam - no waiver - no religious obj - no approved appointment):	0
% in compliance:	100
Total enrollment in applicable grades:	30
Total students who require an eye exam:	30

How to Print Summary Reports

- To print a **school district** Eye Exam data summary, click on “District Summary” on the top menu bar
- Printing a school district summary is possible only when the eye examination data for all of the eligible schools in the district have been submitted to ISBE.

RCDT: [Link] Name: [Link] Authority: [Link]		
County: [Link]		
School Summary	District Summary	User Documentation

How to Print Summary Reports

- *School District Summary Report Sample*

Illinois State Board of Education Data Analysis and Progress Reporting 100 North First Street Springfield, IL 62777	
Student Health Data - Eye Exam District Eye Exam Summary for Sample District School Year	
In compliance with complete eye examination:	30
Waiver: The child is enrolled in medical assistance/ALL KIDS, but the family is unable to find a medical doctor who performs eye examinations or an Optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS:	0
Waiver: The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination:	0
Waiver: Due to other undue burden or a lack of access to an Optometrist or to a physician who provides eye examinations(must be explicitly stated on the form):	0
Approved appointment scheduled - compliant:	0
Religious Objection - compliant:	0
Not in compliance (no eye exam - no waiver - no religious obj - no approved appointment):	0
% in compliance:	100
Total enrollment in applicable grades:	30
Total students who require an eye exam:	30

Physical Fitness Health Data

SY 2025

- Physical Fitness Health Data
 - IWAS Data Submission Walkthrough

Physical Fitness reporting requirements

Collection	Business Rules
Physical Fitness	<ul style="list-style-type: none">All Illinois children in grades 3-12 (only grades 4-12 for aerobic capacity) must be tested annually. Districts must report aggregate data for grades 5, 7 and 10 only.

Who is required to report?

- All Illinois public schools
- Certified Charter schools that are authorized by a school district
- ISBE approved non-public special education programs

Which students are required to be tested?

- Students in grades 3-12*

Reporting Requirements

Which grades are required to be reported to ISBE?

- Grades 5, 7, and 10

What tests are required?

- Aerobic Capacity (grades 4-12 only)
- Flexibility
- Muscular Endurance
- Muscular Strength

Data Entry Screen 1

Physical Fitness Assessments in the following four areas must be conducted in the second semester of each school year using FitnessGram or, for students with disabilities, Brockport Physical Fitness Test.

Results must be reported by June 30th for grades 5, 7, and 10.

- Grades 4-12 - Aerobic Capacity - the Pacer test (recommended) or Mile Run Test (alternate) or Brockport test (any of the adapted tests for aerobic functioning for students with disabilities);
- Grades 3-12 - Flexibility - Back-Saver Sit and Reach test (recommended) or Trunk Lift test (alternate), or Brockport test (any of the adapted tests for flexibility or range of motion for students with disabilities);
- Grades 3-12 - Muscular Endurance - the Curl-Up test or Brockport test (any of the adapted tests for strength and endurance for students with disabilities);
- Grades 3-12 - Muscular Strength - the Push-Up test or Brockport test (any of the adapted tests for strength and endurance for students with disabilities)

For assistance in entering this data, please refer to Physical Fitness System User Guide posted at [Physical Fitness System User Guide](#)

For additional information on physical fitness assessment requirements, please refer to the Q&A posted under Quick Links at [Physical Fitness Assessment Requirements](#)

You are required to report data for all students (as described above) for whom your school is their home school, regardless of whether they are being educated at your school or another school. If you are a nonpublic school (not a special education private facility) and serve a student on a part-time basis, you must collect and report immunization data for that student. For more information on "Who is responsible for providing immunization data?", please refer to the IWAS User guide found in the link 'User Documentation' (located in the yellow row on the top right).

You should not report data for students who have been placed at your school to receive educational services (i.e., your school is not their home school and they would not ordinarily attend school there).

Based on the clarifications above, select one of the following options:

- We have student data to report.**
- We have no student data to report.**
(This school is not the home school for any student.)

Back

Next

Data Entry Screen 1

No Data to Report

- If you do not have student Physical Fitness data to submit, select the bottom option.
 - “We have no student data to report.”

Based on the clarifications above, select one of the following options:

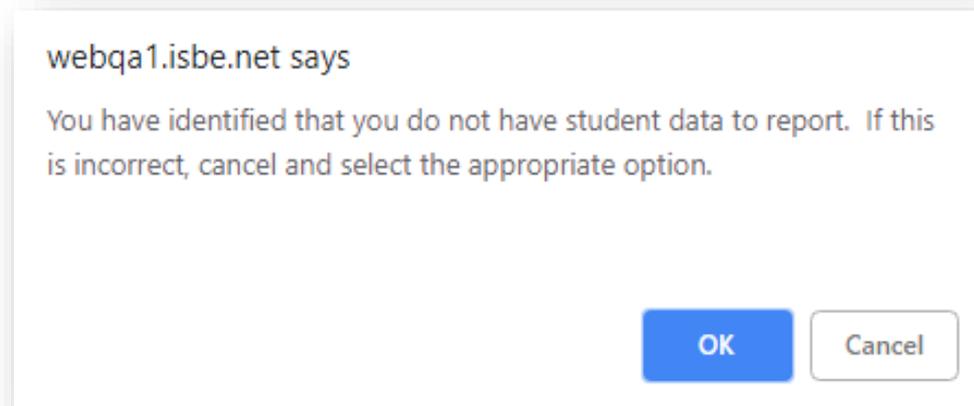
We have student data to report.

We have no student data to report.

Data Entry Screen 1

No Data to Report

- If you selected the bottom choice on **Data Entry Screen 1** and clicked “Approve Selection,” the following pop-up will appear.
- Click “OK” to confirm you do not have student health data to report. Click “Cancel” if you do have student data to enter.



Data Entry Screen 1

Student Data to Report

- If you have student Physical Fitness data to submit, select the top option. Clicking on “Next” will take you to Data Entry Screen 2.

Physical Fitness Assessments in the following four areas must be conducted in the second semester of each school year using FitnessGram or, for students with disabilities, Brockport Physical Fitness Test.

Results must be reported by June 30th for grades 5, 7, and 10.

- Grades 4-12 - Aerobic Capacity - the Pacer test (recommended) or Mile Run Test (alternate) or Brockport test (any of the adapted tests for aerobic functioning for students with disabilities);
- Grades 3-12 - Flexibility - Back-Saver Sit and Reach test (recommended) or Trunk Lift test (alternate), or Brockport test (any of the adapted tests for flexibility or range of motion for students with disabilities);
- Grades 3-12 - Muscular Endurance - the Curl-Up test or Brockport test (any of the adapted tests for strength and endurance for students with disabilities);
- Grades 3-12 - Muscular Strength - the Push-Up test or Brockport test (any of the adapted tests for strength and endurance for students with disabilities)

For assistance in entering this data, please refer to Physical Fitness System User Guide posted at [Physical Fitness System User Guide](#)

For additional information on physical fitness assessment requirements, please refer to the Q&A posted under Quick Links at [Physical Fitness Assessment Requirements](#)

You are required to report data for all students (as described above) for whom your school is their home school, regardless of whether they are being educated at your school or another school. If you are a nonpublic school (not a special education private facility) and serve a student on a part-time basis, you must collect and report immunization data for that student. For more information on "Who is responsible for providing immunization data?", please refer to the IWAS User guide found in the link 'User Documentation' (located in the yellow row on the top right).

You should not report data for students who have been placed at your school to receive educational services (i.e., your school is not their home school and they would not ordinarily attend school there).

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.
(This school is not the home school for any student.)

Back

Next

Data Entry Screen 2

[School Summary](#)

[District Summary](#)

[User Documentation](#)

Select from the list on the right **applicable grades** served by this school.

More than one grade?

PC Users:
Press and hold the **Ctrl** key on your keyboard and use your mouse to click on each applicable grade from the list.

Mac users:
Press and hold the **Command** key on your keyboard and use your mouse to click on each applicable grade from the list.

Grade(s) Served:

Save

Return to School Listing

Data Entry Screen 2

Grade Selection Screen

- Select **only those grades** that have students who have Physical Fitness data to submit
- If you select or modify “Grades Served,” a Save button will appear. Clicking Save on this page will save your selected grades. This will allow you to click the “Next Page” button to continue to Data Entry Screen 3.

Data Entry Screen 2

School Summary	District Summary	User Documentation
<p>Select from the list on the right applicable grades served by this school.</p> <p>More than one grade?</p> <div data-bbox="86 668 1105 796" style="border: 2px solid red; padding: 5px;"><p>PC Users: Press and hold the Ctrl key on your keyboard and use your mouse to click on each applicable grade from the list.</p><p>Mac users: Press and hold the Command key on your keyboard and use your mouse to click on each applicable grade from the list.</p></div> <div data-bbox="1516 611 1812 745" style="border: 2px solid red; padding: 5px; margin-left: auto;"><p>Grade(s) Served: <input type="text" value="5"/> <input type="text" value="7"/></p></div> <div style="text-align: center; margin-top: 20px;">Save Next Page Return to School Listing</div> <div style="text-align: center; margin-top: 5px;">1 2</div>		

PC Users: Press and hold the Ctrl key on your keyboard and use your mouse to click on each applicable grade from the list.

Mac Users: Press and hold the Command key on your keyboard and use your mouse to click on each applicable grade from the list.

Data Entry Screen 3

- Step 1: Select grade level.
- Step 2: Enter the number of students by gender that were tested, achieved healthy fitness zone, and needs improvement for each of the four fitness areas for the selected grade level at this school. NOTE: All fields must be completed; enter "0" if there is no data to report. The "Total" (third column) will auto calculate. The total number meeting healthy fitness zone (line 2) and needs improvement (line 3) must equal the total number tested (line 1).
- Step 3: Click "SAVE".
- Step 4: If you have another grade level to enter at THIS school, "Select Grade Level" below, enter data, then click "Save". Continue this until data for all applicable grade levels at THIS school are entered.
- Step 5: Once you have entered data for all applicable grade levels at THIS school (will show in red at bottom), click on "Approve Data" to submit data for THIS school.
- Step 6: If you have no additional schools to report, log out.
- Step 7: If you have additional schools to report, click "Return to School Listing" to select next school, then start with Step 1.

Select Grade Level

-- Select --
-- Select --
5
7

Aerobic Capacity
PACER test (Recommended) / Mile Run test (Alternate) / Brockport test (Any adapted test for Aerobic Functioning)

Enter the following information:

1. Total Number of Students tested for Aerobic Capacity
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Flexibility

Back-Saver Sit and Reach test (Recommended) / Trunk Lift test (Alternate) / Brockport test (Any adapted test for Flexibility or Range of Motion)

Enter the following information:

1. Total Number of Students tested for Flexibility
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Muscular Endurance

Curl-Up test / Brockport test (Any adapted test for Strength and Endurance)

Enter the following information:

1. Total Number of Students tested for Muscular Endurance

Male	Female	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>

Data Entry Screen 3- Overview

- **Step 1:** Select the appropriate grade using the Grade Level dropdown at the top.
- **Step 2:** By gender, enter the number of students that were tested, number achieved Healthy Fitness Zone, and the number of Needs Improvement for each of the four fitness areas for the selected grade level at this school.
 - **NOTE:** All fields must be completed; enter "0" if there is no data to report. The "Total" (third column) will auto calculate. The total number achieved Healthy Fitness Zone (line 2) and Needs Improvement (line 3) must equal the total students tested (line 1).
- **Step 3:** Click Save at the bottom.

Data Entry Screen 3- Overview

- **Step 4:** If you have another grade level to enter at THIS school, "Select Grade Level" at the top, enter the data, then click "Save". Continue this until data for all applicable grade levels at THIS school are entered.
- **Step 5:** Once you have entered data for all applicable grade levels at THIS school (will show in red at bottom), click on "Approve Data" to submit data for THIS school.
- **Step 6:** If you have additional schools to report, click "Return to School Listing" to select next school, then repeat the process and start with Step 1.
- **Step 7:** If you have no additional schools to report, log out of the system.

Error Messages

- If an error occurs during data entry, an error message will appear in red at the top of the page. The message will specify the type of error and the associated field(s).
- By following the directions in the error message you should be able to resolve the error.
- If any of grades served by your school have no children in them, deselect the grade in the Data Entry Screen 1 (then click “Save.”)
- If you are unable to resolve the error and need assistance you can report errors by taking a screenshot and emailing it to datahelp@isbe.net . Please include “Physical Fitness” in the email subject line.

Data Screen 3

You can review the saved data for each grade level by using “View Grade”. You can also delete all data for a grade by using “Delete Grade”.

Grades Entered		
5	View Grade	Delete Grade
7	View Grade	Delete Grade

- Step 1: Select grade level.
- Step 2: Enter the number of students by gender that were tested, achieved healthy fitness zone, and needs improvement for each of the four fitness areas for the selected grade level at this school. NOTE: All fields must be completed; enter “0” if there is no data to report. The “Total” (third column) will auto calculate. The total number meeting healthy fitness zone (line 2) and needs improvement (line 3) must equal the total number tested (line 1).
- Step 3: Click “SAVE”.
- Step 4: If you have another grade level to enter at THIS school, “Select Grade Level” below, enter data, then click “Save”. Continue this until data for all applicable grade levels at THIS school are entered.
- Step 5: Once you have entered data for all applicable grade levels at THIS school (will show in red at bottom), click on “Approve Data” to submit data for THIS school.
- Step 6: If you have no additional schools to report, log out.
- Step 7: If you have additional schools to report, click “Return to School Listing” to select next school, then start with Step 1.

Select Grade Level

Aerobic Capacity

PACER test (Recommended) / Mile Run test (Alternate) / Brockport test (Any adapted test for Aerobic Functioning)

Enter the following information:

1. Total Number of Students tested for Aerobic Capacity
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Data Screen 3

- When you have completed entering data for ALL of the grades appearing in the “Select a Grade” drop-down list, the “Approve Data” button will appear at the bottom of the screen.
 - The Approve Data button will only be available once data has been entered for all Selected Grades

Data Screen 3- Approve Data

- If you are confident that you have correctly entered all required information and are ready to submit the data for approval to the **School/District Administrator** (as appropriate), click on “Approve Data.”

Muscular Strength
Push-Up test / Brockport test (Any adapted test for Strength and Endurance)

Enter the following information:

	Male	Female	Total
1. Total Number of Students tested for Muscular Strength	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Total Number of Students achieving Healthy Fitness Zone	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Total Number of Students Need Improvement	<input type="text"/>	<input type="text"/>	<input type="text"/>

[<- Back](#) [Save](#) [Return to School Listing](#)

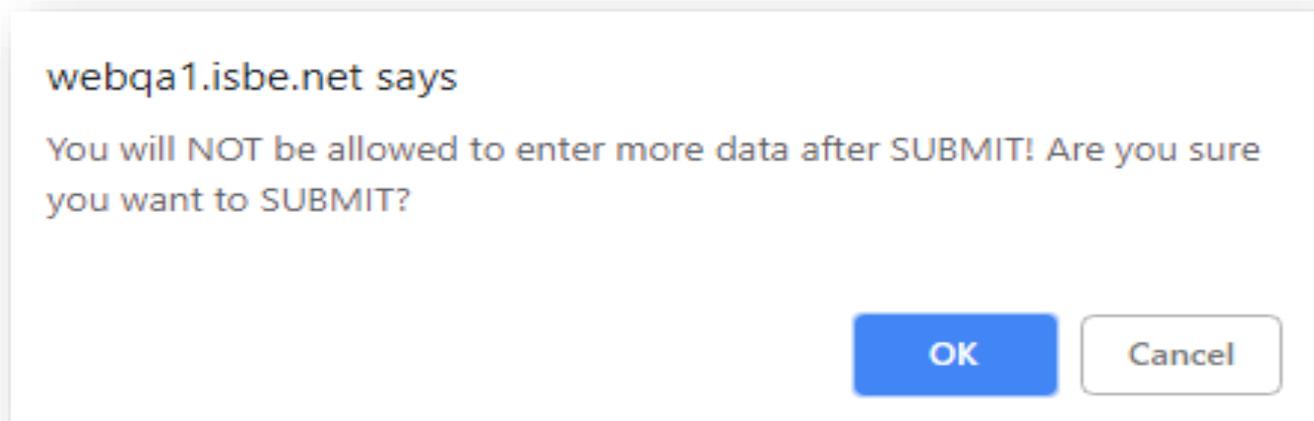
Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise, click on the 'Approve Data' button to submit.

[View Summary](#) [Approve Data](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)
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Data Screen 3- Completion

- A warning pop-up will appear
- If you are ready to submit the data, click on “OK” to submit the data to the **School/District Administrator** (as appropriate) for approval.



Data Screen 3- Completion

- The resulting page (in this example, a submission to the **District (RCDT) Administrator**) is shown

Grades Entered		
5	View Grade	Delete Grade
7	View Grade	Delete Grade

Data has been submitted to :RCDT Administrator

Now would be a good time for you to alert your administrator to review and submit the report to Illinois State Board of Education (ISBE).

Summary Report

Once all selected grade levels for the school have been entered and the data has been submitted for approval, the View Summary button should be available at the bottom of the screen.

Muscular Endurance			
Curl-Up test / Brockport test (Any adapted test for Strength and Endurance)			
Enter the following information:	Male	Female	Total
1. Total Number of Students tested for Muscular Endurance	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Total Number of Students achieving Healthy Fitness Zone	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Total Number of Students Need Improvement	<input type="text"/>	<input type="text"/>	<input type="text"/>

Muscular Strength			
Push-Up test / Brockport test (Any adapted test for Strength and Endurance)			
Enter the following information:	Male	Female	Total
1. Total Number of Students tested for Muscular Strength	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Total Number of Students achieving Healthy Fitness Zone	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Total Number of Students Need Improvement	<input type="text"/>	<input type="text"/>	<input type="text"/>

[<- Back](#) [Return to School Listing](#)

[View Summary](#)

Summary Report

- **PC Users**: Press the button combination CTRL key + P key together to print the screen.
- **Mac Users**: Press the button combination Command key + P key together to print the screen.

	Aerobic Capacity			Flexibility			Muscular Endurance			Muscular Strength		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
Total number of Students tested:	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Students achieving Healthy Fitness Zone:	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Students Need Improvement:	0	0	0	0	0	0	0	0	0	0	0	0

[<-Back](#)

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Approval Process- School Administrator

- After the **School Document Author** has submitted their entry for **School Administrator** approval, the **School Administrator** will access **Data Entry Screen 1**, as shown below. (as appropriate)

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

Back

Approve Selection

Disapprove Selection

Approval Process- School Administrator

- If no student Physical Fitness data is reported, the **School Administrator** may choose one of the following options if no data was entered:
 1. Click on “**Approve Selection**” to approve and submit the data to the **District Administrator**.
 2. Click on “**Disapprove Selection**” to return the data for corrections.
 3. Click on “Back” to change the selection of options.

Approval Process- School Administrator

- After the **School Document Author** has submitted the entered data for **School Administrator** approval, the **School Administrator** will access **Data Entry Screen 3.**

Grades Entered		
5	View Grade	Delete Grade
7	View Grade	Delete Grade

- Step 1: Select grade level.
- Step 2: Enter the number of students by gender that were tested, achieved healthy fitness zone, and needs improvement for each of the four fitness areas for the selected grade level at this school. NOTE: All fields must be completed; enter "0" if there is no data to report. The "Total" (third column) will auto calculate (line 2) and needs improvement (line 3) must equal the total number tested (line 1).
- Step 3: Click "SAVE".
- Step 4: If you have another grade level to enter at THIS school, "Select Grade Level" below, enter data, then click "Save". Continue this until data for all applicable grade levels at THIS school are entered.
- Step 5: Once you have entered data for all applicable grade levels at THIS school (will show in red at bottom), click on "Approve Data" to submit data for THIS school.
- Step 6: If you have no additional schools to report, log out.
- Step 7: If you have additional schools to report, click "Return to School Listing" to select next school, then start with Step 1.

Select Grade Level

Aerobic Capacity

PACER test (Recommended) / Mile Run test (Alternate) / Brockport test (Any adapted test for Aerobic Functioning)

Enter the following information:

1. Total Number of Students tested for Aerobic Capacity
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Flexibility

Back-Saver Sit and Reach test (Recommended) / Trunk Lift test (Alternate) / Brockport test (Any adapted test for Flexibility or Range of Motion)

Enter the following information:

1. Total Number of Students tested for Flexibility
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Muscular Endurance

Curl-Up test / Brockport test (Any adapted test for Strength and Endurance)

Enter the following information:

1. Total Number of Students tested for Muscular Endurance
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Muscular Strength

Push-Up test / Brockport test (Any adapted test for Strength and Endurance)

Enter the following information:

1. Total Number of Students tested for Muscular Strength
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise, click on the 'Approve Data' button to submit.

Approval Process- School Administrator

- From this screen, the **School Administrator** may choose one of the following options:
 1. Click on the “**View Grade**” link that corresponds to the appropriate grade under the “**Grades Entered**” grid to edit existing records.
 2. Click on “**Approve Data**” to approve and submit the data to the **District Administrator**.
 3. Click on “**Disapprove Data**” to return the data for corrections.
 4. Click on “**Return to District Summary**” to return to the school summary screen.

Approval Process- District Administrator

- After the **Document Author** or **School Administrator** has submitted data for approval, the **District Administrator** must access the school data awaiting approval from the list of school submissions. The district submission status screen, with submission statuses for different schools, is accessible only by the **District Administrator** and the **District Document Author**.

Approval Process- District Administrator

- The **District Administrator** may select a school with the status of “Waiting RCDT Approval” by clicking on the school name link.

Approval Process- District Administrator

- When there is no student Physical Fitness data to submit:

Based on the clarifications above, select one of the following options:

We have student data to report.

We have no student data to report.

Back

Approve Selection

Disapprove Selection

Approval Process- District Administrator

- From this screen, the **District Administrator** may choose one of the following options:
 1. Click on “**Approve Selection**” to approve and submit the data to ISBE.
 2. Click on “**Disapprove Selection**” to return the data to for corrections.
 3. Click on “Back” to change the selection of options.

Grades Entered		
5	View Grade	Delete Grade
7	View Grade	Delete Grade

- Step 1: Select grade level.
- Step 2: Enter the number of students by gender that were tested, achieved healthy fitness zone, and needs improvement for each of the four fitness areas for the selected grade level at this school. NOTE: All fields must be completed; enter "0" if there is no data to report. The "Total" (third column) will auto calculate (line 2) and needs improvement (line 3) must equal the total number tested (line 1).
- Step 3: Click "SAVE".
- Step 4: If you have another grade level to enter at THIS school, "Select Grade Level" below, enter data, then click "Save". Continue this until data for all applicable grade levels at THIS school are entered.
- Step 5: Once you have entered data for all applicable grade levels at THIS school (will show in red at bottom), click on "Approve Data" to submit data for THIS school.
- Step 6: If you have no additional schools to report, log out.
- Step 7: If you have additional schools to report, click "Return to School Listing" to select next school, then start with Step 1.

Select Grade Level

Aerobic Capacity

PACER test (Recommended) / Mile Run test (Alternate) / Brockport test (Any adapted test for Aerobic Functioning)

Enter the following information:

1. Total Number of Students tested for Aerobic Capacity
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Flexibility

Back-Saver Sit and Reach test (Recommended) / Trunk Lift test (Alternate) / Brockport test (Any adapted test for Flexibility or Range of Motion)

Enter the following information:

1. Total Number of Students tested for Flexibility
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Muscular Endurance

Curl-Up test / Brockport test (Any adapted test for Strength and Endurance)

Enter the following information:

1. Total Number of Students tested for Muscular Endurance
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Muscular Strength

Push-Up test / Brockport test (Any adapted test for Strength and Endurance)

Enter the following information:

1. Total Number of Students tested for Muscular Strength
2. Total Number of Students achieving Healthy Fitness Zone
3. Total Number of Students Need Improvement

Male	Female	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[<- Back](#) [Save](#) [Return to School Listing](#)

Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise, click on the 'Approve Data' button to submit.

View Summary	Approve Data	Disapprove Data
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Approval Process- District Administrator

- From this screen, the **District Administrator** may choose one of the following options:
 1. Click on the “**View Grade**” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.
 2. Click on “**Approve Data**” to approve and submit the data to ISBE.
 3. Click on “**Disapprove Data**” to return the data for corrections.
 4. Click on “**Return to District Summary**” to return to the school summary screen.

How to Print Summary Reports

Find... 1 of 1 100%

Main Report

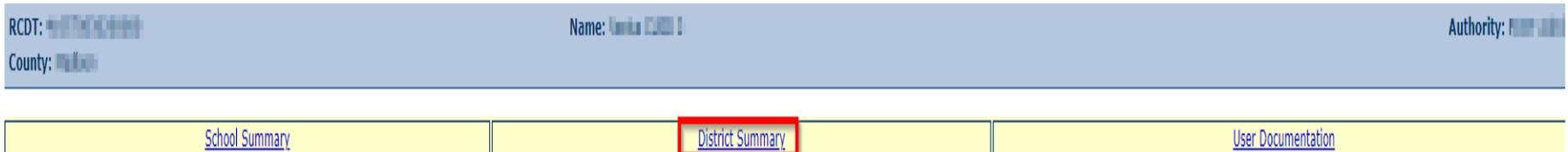
Illinois State Board of Education
 Data Analysis and Progress Reporting
 100 North First Street
 Springfield, IL 62777

Physical Fitness Data
 School Fitness Summary for Sample District

	Aerobic capacity			Flexibility			Muscular Endurance			Muscular Strength		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
Total Number of Students tested:	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Students achieving Healthy Fitness Zone:	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Students Need Improvement:	0	0	0	0	0	0	0	0	0	0	0	0

How to Print Summary Reports

- To print a **school district** Physical Fitness data summary,
 - Under Administrator access, click on “District Summary” on the top menu bar.
 - Printing a school district summary is possible only when the Physical Fitness data for all of the eligible schools in the district have been submitted to ISBE.



How to Print Summary Reports

Find... 1 of 1 100%

Main Report

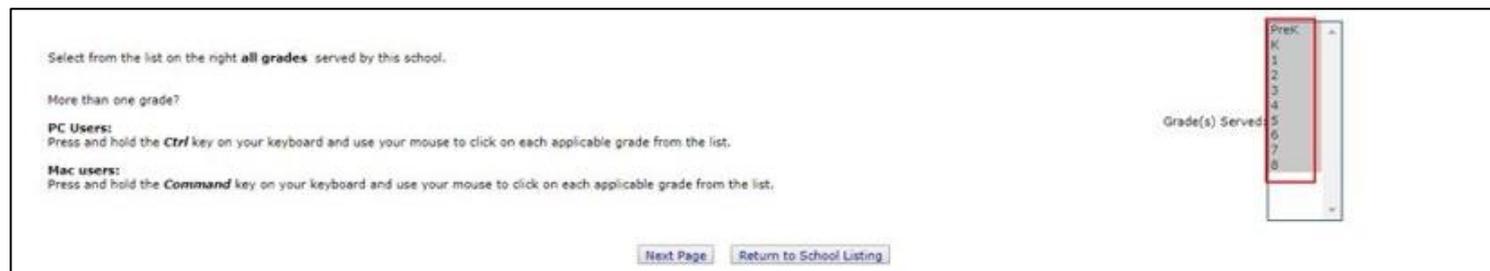
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Physical Fitness Data
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Total Number of Students tested:	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Students achieving Healthy Fitness Zone:	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Students Need Improvement:	0	0	0	0	0	0	0	0	0	0	0	0

Common Questions

- **Q:** In the Grade(s) Served section where we can select the grades, I am not seeing a grade that we serve that I need to enter data?
- **A:** If a grade level is missing from the Grade(s) Served box, you will need to update your Grade(s) Served in the Entity Profile System (EPS) in IWAS.



Select from the list on the right **all grades** served by this school.

More than one grade?

PC Users:
Press and hold the **Ctrl** key on your keyboard and use your mouse to click on each applicable grade from the list.

Mac users:
Press and hold the **Command** key on your keyboard and use your mouse to click on each applicable grade from the list.

Grade(s) Served

PreK
K
1
2
3
4
5
6
7
8

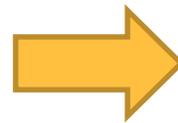
[Next Page](#) [Return to School Listing](#)

Common Questions

- **Q:** When I am entering my data I am missing a grade level in the drop down at the top?
- **A:** If a grade is missing from the Grade Level drop down in Data Entry Screen 3, go back to Screen 2 and highlight all correct grades in Grade(s) Served.

Select Grade Level -- Select --
Total Number of Students in the Selected Grade
Please enter the number of students for each disease category (The total number in each Disease Category must equal the Student Count in the Selected Grade".)

Prek
K
1
2
3
4
5
6
7



Grade(s) Served
Prek
K
1
2
3
4
5
6
7
8

Common Questions

- **Q:** I am an Administrator and I was told I have Student Health data to Approve. How do I get there?
- **A:** Use the “Documents Pending Approval” link on your IWAS Homepage.

DISTRICT / RCDT Administrator

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Messages - Inbox

Messages - Archived

Preferences

View Sign Ups

Help

Log Out

Hello [redacted], you last logged in 10/30/2019 2:17:59 PM.

Messages :

3 unread Inbox message(s)

0 unread Archived message(s)

Require Action :

0 Sign-ups pending your approval

2 Documents pending your approval

News Items

Presently there are no active News Items

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The following table represents the number of documents pending for approval in each system.

#	System Description	Docs Pending
1	Student Health Data - Immunization	1
2	Student Health - Eye Exam	1

Common Questions- Immunization

- **Q:** I am getting an error message on all steps 1 & 2.
- **A:** The red indicator under steps 1 & 2 are not errors, they are reminders.
 - Do NOT include students who are categorized as Unprotected but Compliant- see options 3-6 below

Polio	
1. Protected and in Compliance with Immunization requirements	<input type="text" value="21"/>
<i>(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)</i>	
2. Unprotected and not in compliance with Immunization requirements	<input type="text"/>
<i>(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)</i>	
3. Medical Reason or Objection - unprotected but compliant	<input type="text"/>
4. Religious Objection - unprotected but compliant	<input type="text"/>
5. Approved/scheduled medical appointment - unprotected but compliant	<input type="text"/>
6. Homeless Education Assistance/McKinney Vento Act - unprotected but compliant	<input type="text"/>

Common Questions

- **Q:** After entering my data I do not have an "Approve Data button" to submit for administrator approval?
- **A:** All selected grades must have data entered before the Document Author can approve their data to submit for administrator approval.

In the text box on the right, please enter the total school enrollment. (Total school enrollment is the total number of students for whom your school is their home school.)

Total School Enrollment:

Select from the list on the right all grades served by this school.

More than one grade?

PC Users:
Press and hold the **Ctrl** key on your keyboard and use your mouse to click on each applicable grade from the list.

Mac users:
Press and hold the **Command** key on your keyboard and use your mouse to click on each applicable grade from the list.

Grade(s) Served:

[Next Page](#) [Return to School Listing](#)

Contacts

- For assistance entering data, please contact the Department of Data Strategies and Analytics at (312) 814-9192 or datahelp@isbe.net.
- Questions regarding School Health issues and Student Health Examination policy, please contact the Wellness Department at (217) 782-5270 or [wellness student care@isbe.net](mailto:wellness_student_care@isbe.net)
- For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600 Option #2

Resources

- [Recorded Webinars](#)
- [Health Requirements\Student Health Data](#)
 - Reports, Data Worksheets, User Guides, Statues, etc.
- [Wellness Homepage](#)

Question & Answer

