

# **STUDENT HEALTH DATA— EYE EXAM SYSTEM**

## **IWAS Electronic Submission User Guide**

**Illinois State Board of Education**

**August 2020**

# TABLE OF CONTENTS

Introduction.....	1
IWAS User Access .....	1
How to Get Started in IWAS .....	2
How to Approve or Return Data for Corrections (School Administrators).....	15
How to Approve or Return Data for Corrections (RCDT Administrators) .....	17
How to Print School/District Summaries.....	20
Data Submission Hierarchy .....	21

# STUDENT HEALTH DATA–EYE EXAM SYSTEM

## USER GUIDE FOR IWAS ELECTRONIC SUBMISSION

### INTRODUCTION

Student eye examination data is collected online via a secure connection over the Internet known as the Illinois State Board of Education (ISBE) Web Application Security (IWAS) System. Eye examinations are applicable only to children entering kindergarten or entering any grade above kindergarten for the first time in an Illinois school. Please complete the online survey of eye examination data as of October 15 and submit the completed survey to ISBE by June 30.

### IWAS USER ACCESS

The Student Health Data–Eye Exam System has multiple user levels, as defined by the IWAS System. Your role will be governed by the IWAS user level assigned to you. RCDT Administrators are granted automatic access to the Student Health Data–Eye Exam System. Please consult the IWAS user guide located on the IWAS home page at <ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>.

#### *IWAS User Levels*

**Document Author**—this is typically the lowest level user (i.e., Clerk, Secretary, etc.). The Document Author has the ability to enter and/or edit information related to eye examinations and submit it for approval to the **school principal for public schools** or **RCDT Administrator for nonpublic schools**. Once submitted for approval, the Document Author will no longer be able to enter or edit data unless the data have been disapproved by the School Administrator or RCDT Administrator.

**School Administrator**—this level is typically assigned to **public school principals**. The School Administrator has the ability to enter and/or edit information related to eye examinations and submit it to the RCDT Administrator for approval. Once the data have been submitted, the School Administrator will no longer be able to enter or edit data unless the data have been disapproved by the RCDT Administrator.

**District Document Author**—this level is typically assigned to a **public school district** level clerk who is responsible for submitting data for multiple schools within a district. Once school data have been submitted, the District Document Author will no longer be able to enter or edit data for that school unless the data have been disapproved and returned by the RCDT Administrator.

**RCDT Administrator**—this level is typically assigned to **public school district superintendents** and **nonpublic school principals/administrators**. The RCDT Administrator is responsible for review and submission of school-level reports to ISBE.

**ISBE Administrator**—this level is reserved for qualified ISBE personnel.

## HOW TO GET STARTED IN IWAS

You will need an IWAS account to be able to access the Student Health Data–Eye Exam System.

If you do not have an existing IWAS account, please register for one by accessing the IWAS home page through the IWAS link on the ISBE home page ([www.isbe.net](http://www.isbe.net)).

Once you have acquired an account, you will need to request access to the Student Health Data–Eye Exam System. Instructions for obtaining authorization are included in the IWAS User Guide, located on the IWAS home page. Please contact the ISBE Helpdesk at 217/558-3600 if you need assistance.

If you have an existing IWAS account with access to the Student Health Data–Eye Exam System, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data–Eye Exam System:

Log in to IWAS. (You will need a login name and password.)

### *IWAS Home Page*

**Illinois State Board of Education**  
Darren Reisberg, *Chairman*    Dr. Carmen I. Ayala, *State Superintendent of Education*

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

Login Name

Password

☐ Remember Login Name

**LOG IN**

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

**New Partner - Sign up Now**

Some ISBE web-based systems require electronic signatures. You can create your own logon 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.


[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](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

Copyright © 2019 Illinois State Board of Education

Click on **System Listing** on the left menu of the *IWAS Message Page*, as shown below:

*IWAS Message Page*

Illinois State Board of Education

Darren Reisberg, *Chairman*   Dr. Carmen I. Ayala, *State Superintendent of Education*

*IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN*

Login: [redacted]

Home

**System Listing**

Pending Documents

Change Password

Messages :

[1 unread Inbox message\(s\)](#)

[0 unread Archived message\(s\)](#)

Require Action :

[0 Sign-ups pending your approval](#)

[0 Documents pending your approval](#)

We have your email address listed as: [redacted]

If this is NOT correct, [click here](#) to update.

Clicking on **System Listing** will take you to the *My Systems Page*, as shown below:

### *IWAS My Systems Page*

**Illinois State Board of Education**  
 Darren Reisberg, Chairman    Dr. Carmen I. Ayala, State Superintendent of Education

**My Systems**

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.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<b>Reporting</b>	
<b>Annual</b>	
Student Health - Eye Exam	Authorized
Student Health Data - Dental	Authorized
Student Health Data - Immunization	Authorized
Student Health Data - Physical Fitness	Authorized

**Legend:** ⓘ : System Description - Detailed    📅 : Due Dates    👤 : Profile

[Want to Signup for Other Systems?](#)

Copyright © 2019 Illinois State Board of Education

On the *My Systems Page*, click on **Student Health Data–Eye Exam**, which is under the category of *Reporting, Annual*. This will take you to the **School Listing Screen**, as on the following page.

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

**School Listing Screen (RCDT Document Author group and RCDT Administrator group)**

RCDT Document Author group and RCDT Administrator group users will see the following screen.

<a href="#">School Summary</a>	<a href="#">District Summary</a>	<a href="#">User Documentation</a>
--------------------------------	----------------------------------	------------------------------------

System is OPEN

Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
<a href="#">Winoville Elementary School</a>	No activity		0		
<a href="#">Winoville Junior High School</a>	No activity		0		
<a href="#">Winoville High School</a>	No activity		0		

The School Document Author group and School Administrator group users will see the screen below.

System is OPEN

Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
<a href="#">Winoville Elementary School</a>	No activity		0		

Select the school link for which you want to enter data. This will take you to the **Data Entry Screen 1**, as shown on the following page.

## Data Entry Screen 1

Illinois State Board of Education

Student Health Data

DATA MANAGER | HOME | HELP | LOGOUT

SESSION TIMEOUT 19:58

Authority: [User Name]

RCDT: [User Name]

County: [User Name]

Name: [User Name]

School: [User Name] Elem School

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 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.

Back Next

If all students in all grades receive fulltime service in the public or private school, select the top option. If all students in all grades come from other private or public schools for service, select the bottom option. Clicking on “Next” will take you to the screen shown on the following page.



If you selected the bottom choice on **Data Entry Screen 1** and clicked on “Approve Selection,” the following screen will appear. Please follow the instructions displayed in the message box. Click “OK” if you want to submit the report. Click “Cancel” if you do not want to submit the report.

Illinois State Board of Education

Student Health Data

RCDT: [blank] County: [blank] Name: [blank] School: [blank] Authority: [blank]

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 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.

Back Approve Selection

Clicking “OK” will call up the confirmation screen shown below.

webqa1.isbe.net says

You have identified that you do not have student data to report. If this is incorrect, cancel and select the appropriate option.

OK Cancel

If you selected the top choice on **Data Entry Screen 1**, a “Next” button will be activated at the bottom of the screen. Clicking on “Next” will take you to **Data Entry Screen 2**, as on the following page.

## Data Entry Screen 2 (empty)

Illinois State Board of Education

Student Health Data

RCDT: [Field] County: [Field] Name: [Field] School: [Field] Authority: [Field]

School Summary District Summary User Documentation

Select from the list on the right **only those grades** that have students who need an eye examination(i.e. Students in K or in grades 1-12 and first time in an IL 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: [Dropdown Menu]

[Save] [Next Page]

Select **only those grades** that have students who are required to have an eye examination.

If you select or modify “Grades Served,” a new screen will appear with a “Save” button only. Clicking on “Save” on this page will save your enrollment number and return you to the previous page.

## Data Entry Screen 2 (after entering/editing data)



Illinois State  
Board of Education

Student Health Data

RCSDIS: [Home](#) [About](#) [Help](#) [Logout](#)

County: [Maplewood](#)

Name: [Maplewood](#)  
School: [Maplewood Elem School](#)

Session  
Through: 17:53  
Authority: [Administrate](#)

**Attention!**

Please read carefully before entering and saving data.

- For Kindergarten, the "Total Student Count in Selected Grade" must equal the "Number of Students in the Selected Grade Who Require an Eye Examination".
- 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.
- 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: -- Select --  
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"/>

[<- Back](#) [Save](#) [Return to District Summary](#)

When you have finished entering/editing data, click on “Save” at the bottom left of the screen. **You must click on “Save” BEFORE clicking on “Next Page” or you will lose your data.** Clicking on “Next Page” will take you to the next data entry page.

## Data Entry Screen 3 (empty, top screen)

Illinois State Board of Education

**Student Health Data**

Session Timeout: 17:53

RCSDS: \* \* \* \* \*

County: \* \* \* \* \*

Name: \* \* \* \* \*

School: \* \* \* \* \*

Authority: \* \* \* \* \*

**Attention!**

Please read carefully before entering and saving data.

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

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)

< Back

Save

Return to District Summary

1. Select a grade and then enter values in various fields, as appropriate. Click on “Save.” A row that corresponds to the selected grade will appear under the “Grades Entered” data grid at the top of the page.
2. Repeat Step 1 for each of the grades with students who need an eye examination.
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.
4. 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) (Refer to the screen below).

Select Grade Level: 2

Total Student Count in Selected Grade: 10

Number of Students in the Selected Grade who require an Eye Examination: 8

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


a. In Compliance with complete eye examination

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

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

10

## Data Entry Screen 3 (showing a saved record for kindergarten & second and fourth grade)



Illinois State  
Board of Education

Student Health Data

RCDTS: [Help](#) [Print](#) [Refresh](#) [Logout](#)

Name: [View Record](#) [Edit Record](#)

County: [View Record](#) [Edit Record](#)

School: [View Record](#) [Edit Record](#)

Authority: [View Record](#) [Edit Record](#)

Session: [View Record](#) [Edit Record](#)

Time: 19:40

Grades Entered	
2	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
4	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
K	<a href="#">View Grade</a> <a href="#">Delete Grade</a>

**Attention!**

Please read carefully before entering and saving data.

- For Kindergarten, the "Total Student Count in Selected Grade" must equal the "Number of Students in the Selected Grade Who Require an Eye Examination".
- 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.
- 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: -- Select --

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"/>

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.

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.”

**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 -- Select --

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"/>

<- Back Save Return to District Summary

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

Approve Data

A warning will appear on **Data Entry Screen 3**, as shown on the following page.

### ***Data Entry Screen 3 (pre-submission warning)***

webqa1.isbe.net says

You will NOT be allowed to enter more data after SUBMIT! Are you sure  
you want to SUBMIT?



If you are ready to submit the data, click on “OK” to submit the data to the **School/District Administrator** (as appropriate) for approval.

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

### Data Entry Screen 3 (post-submission)

Grades Entered		
2	<a href="#">View Grade</a>	<a href="#">Delete Grade</a>
4	<a href="#">View Grade</a>	<a href="#">Delete Grade</a>
K	<a href="#">View Grade</a>	<a href="#">Delete Grade</a>

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 CORRECTIONS (School Administrators)

- A.** When *NONE* of the students who receive educational services from your school are enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).

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

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 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.

Back

Approve Selection

From this screen, the **School Administrator** may choose one of the following options:

1. Click on "Approve Selection" to approve and submit the data to the **RCDT Administrator**.
2. Click on "Back" to change the selection of options.

**B. When ANY student who receives educational services from your school is enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).**

After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 3**, the bottom portion of which is shown below.

RCDS:  County:  Name:  School:  Authority:

Grades Entered	
2	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
4	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
K	<a href="#">View Grade</a> <a href="#">Delete Grade</a>

**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.

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 “Return to District Summary” to return to the school summary screen.
3. Click on “Approve Data” to approve and submit the data to the **RCDT Administrator**.
4. Click on “Disapprove Data” to return the data for corrections.

## HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS (RCDT Administrators)

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

Facility Name (click on name for data entry)	Status	Grade Served	Update By	Update On
<a href="#">Elm School</a>	Waiting RCDT Admin Approval	K-2,4		

The **RCDT Administrator** may select a school with the status of “Waiting RCDT Approval” by clicking on the school name link and navigating to **Data Entry Screen 1** or **Data Entry Screen 3** depending on whether students are receiving education services from your school or elsewhere. A sample screen (bottom part) is shown on the following pages.

**A. When *NONE* of the students who receive educational services from your school are enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).**

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 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.

Back

Approve Selection

From this screen, the **RCDT Administrator** may choose one of the following options:

1. Click on "Approve Selection" to approve and submit the data to the **RCDT Administrator**.
2. Click on "Back" to change the selection of options.

**B. When ANY student who receives educational services from your school is enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).**

RCDTS: [RCDTS Home](#) [Help](#) [Log Out](#) [About](#) [Feedback](#) [Privacy Policy](#) [Terms of Use](#) [Contact Us](#)

Name: [Name](#) [School](#) [County](#) [Authority](#)

County: [County](#) School: [School](#) Elem School

Grades Entered	
2	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
4	<a href="#">View Grade</a> <a href="#">Delete Grade</a>
K	<a href="#">View Grade</a> <a href="#">Delete Grade</a>

**Attention!**  
Please read carefully before entering and saving data.

- For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
- 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.
- 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: [-- Select --](#)

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)

[<- Back](#) [Save](#) [Return to District Summary](#)

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

[Approve Data](#) [Disapprove Data](#)

From this screen, the **RCDT Administrator** may choose one of the following options:

- Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.
- Click on “Disapprove Data” to return the data for corrections.
- Click on “Approve Data” to approve and submit the data to **ISBE**.
- Click on “Return to District Summary” to return to the district summary screen.

Facility Name (click on name for data entry)	Status	Grade Served	Update By	Update On
<a href="#">Elem School</a>	Submitted to ISBE	K,2,4	<a href="#">Update Data</a>	<a href="#">Update Data</a>

## HOW TO PRINT SCHOOL/DISTRICT SUMMARIES

To print a **school** eye examination data summary, click on “School Summary” on the top menu bar.

RCDT: <a href="#">Reset/Refresh/Cancel</a>	Name: <a href="#">Name</a>	Authority: <a href="#">Authority</a>
County: <a href="#">County</a>		
<a href="#">School Summary</a>	<a href="#">District Summary</a>	<a href="#">User Documentation</a>

Printing a school summary is possible only when the school eye examination data have been submitted to ISBE.

### *School Summary Report Sample Screen*

Illinois State Board of Education Data Analysis and Progress Reporting 100 North First Street Springfield, IL 62777	
<b>Student Health Data - Eye Exam</b>	
School Vision Summary for <a href="#">School</a> <a href="#">District</a> <a href="#">County</a>	
2020 -2021	
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

To print a **school district** eye examination data summary, click on “District Summary” on the top menu bar.

RCDT: <a href="#">Reset/Refresh/Cancel</a>	Name: <a href="#">Name</a>	Authority: <a href="#">Authority</a>
County: <a href="#">County</a>		
<a href="#">School Summary</a>	<a href="#">District Summary</a>	<a href="#">User Documentation</a>


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.

## *School District Summary Report Sample Screen*

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

---

### **Student Health Data - Eye Exam**

District Vision Summary for 

2020-2021

---

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

## DATA SUBMISSION HIERARCHY

1. **School Document Author** submits data—  
Only the **School Administrator**, **RCDT Document Author**, and **RCDT Administrator** will be able to enter or edit data.
2. **School Administrator** submits data—  
Only the **RCDT Administrator** will be able to enter or edit data.
3. **RCDT Document Author** submits data—  
Only the **RCDT Administrator** will be able to enter or edit data.
4. **RCDT Administrator** submits data—  
None of the **School Document Authors**, **School Administrators**, **RCDT Document Authors**, or **RCDT Administrators** will be able to enter or edit data.

When any **School Administrator** or **RCDT Administrator** disapproves data and/or returns the data for correction, each of the four users (**School Document Author**, **School Administrator**, **RCDT Document Author**, and **RCDT Administrator**) will be able to enter or edit data.