



## Assigning Students by Spreadsheet

School nurses may submit a spreadsheet of the student body to the ImmPRINT Team. Our computer programming team can use the spreadsheet to electronically assign your students to your school. Following the bullets below will expedite the process.

- Lead Nurse request excel file from their IT staff in the following format, one school per spreadsheet

| First Name | Last Name | DOB | Grade level | Med/Rel Exemption | School Number | School Name | Mailing Address Single Line | Student ID Number |
|------------|-----------|-----|-------------|-------------------|---------------|-------------|-----------------------------|-------------------|
|            |           |     |             |                   |               |             |                             |                   |

- File name: School Name (Example Elementary School)
- Email the attachment to [immprint@adph.state.al.us](mailto:immprint@adph.state.al.us)
- Subject line: Name of School (Example Elementary School)
  - After receipt of your spreadsheet our IT professionals will address your school in the order it was received. Once uploaded, the exact match students will be assigned to their school by grade and exemption.

**Be Advised:** This is an electronic matching process and may not result in a 100% success rate. Due to Dept of Education regulations, SSN may not be used for this process which may lower the matching rates. The unmatched students will be returned to you in a spreadsheet by email. Any unmatched students will have to be assigned manually following the “Steps to Assigning Students” the document can be found on the ImmPRINT web site under ImmPRINT News.

<http://www.alabamapublichealth.gov/immunization/immprint.html>

The spreadsheet upload is only available **as a one time upload** per school. After this has been done, all incoming students must be assigned manually.