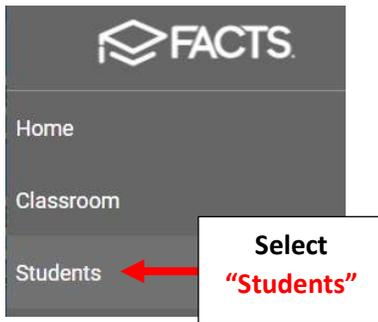
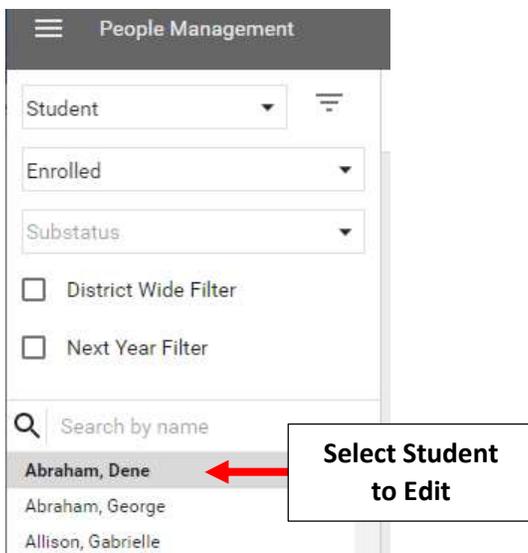


Entering Immunizations in FACTS SIS

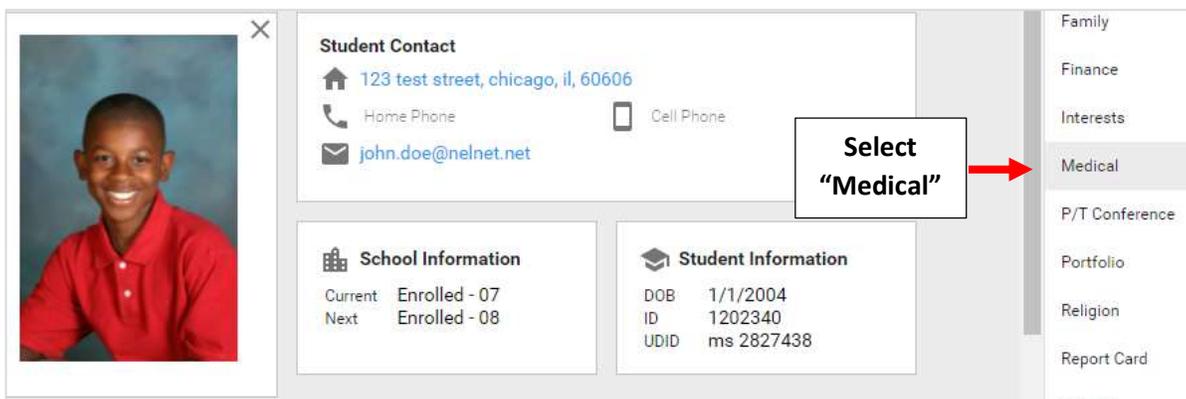
Once logged into FACTS please select **"Students"** from the Left Side Menu



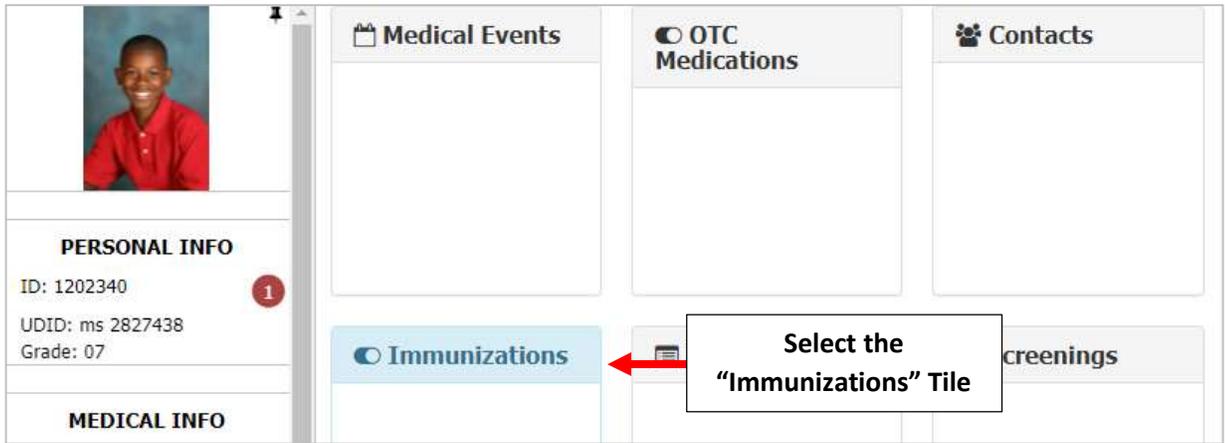
Select the Student you would like to Edit



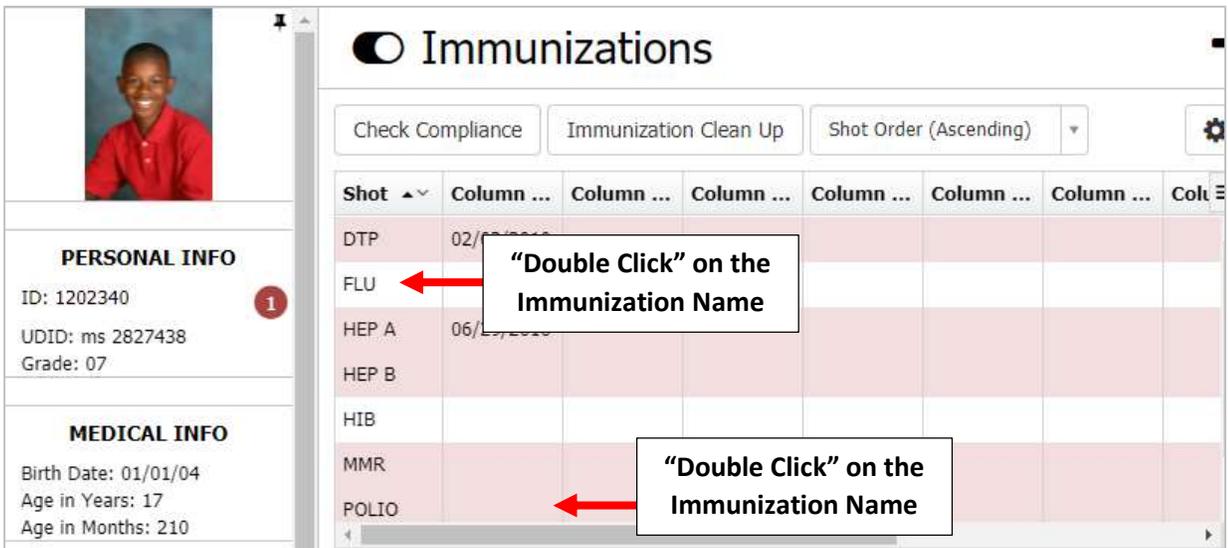
Select **"Medical"** from the **Right Side Menu**.



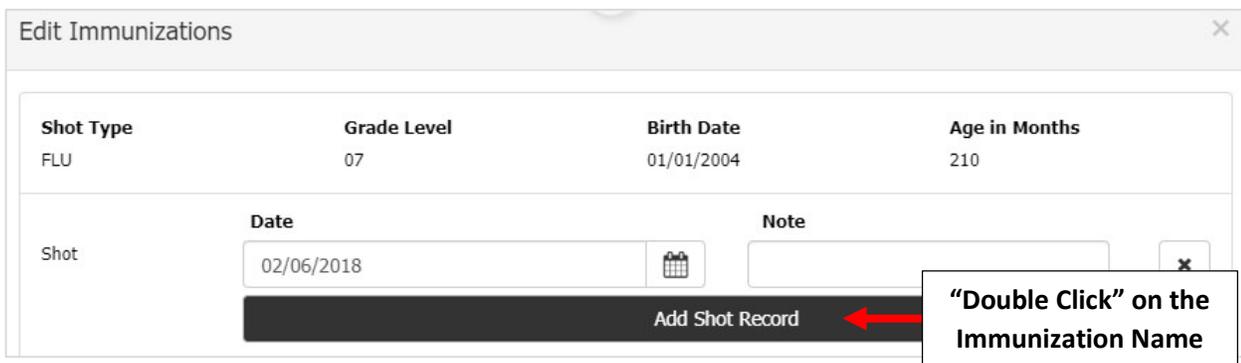
Select the "Immunizations" Tile



To enter a New Immunization Record "Double Click" on the Immunization Name



Enter the Immunization Date or use the Calendar to select the date and select "Add Shot Record"



You can Exempt student from Vaccination and Enter Exemption Note. Select **Save** to **Save** your changes

The image shows a screenshot of a web form for entering an exemption note. The form is titled "Exempt" and has a "Yes" radio button selected. Below the radio button is a text input field containing the note "Student had allergic reaction to shot". At the bottom of the form are "Save" and "Undo" buttons. Three callout boxes with red arrows point to these elements: "Enter Exemption Note" points to the "Yes" button, "You can Exempt student from Vaccination" points to the "Yes" button, and "Select Save to Save your changes" points to the "Save" button.

Enter Exemption Note

You can Exempt student from Vaccination

Select Save to Save your changes

Exempt

Yes

Exemption Note

Student had allergic reaction to shot

Save

Undo