Iowa Department of Public Health
Promoting and Protecting the Health of Iowans

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INSTRUCTIONS TO FILL OUT THE EXCEL SPREADSHEET TO REPORT ENROLLMENT OF KINDERGARTERNERS 6 YEARS-OLD OR YOUNGER 2016-2017

The purpose of these instructions is to facilitate the implementation of the "Mandatory Blood Lead Testing" law, Iowa Administrative Code-641, Chapter 67. Schools are required to report the enrollment of kindergarteners six years-old or younger to the Iowa Department of Public Health (IDPH). Then IDPH matches its lead data with the schools' data and will inform each school with the names of kindergarteners that according to our records have not received a blood lead test.

The excel sheet to record the enrollment of kindergartners 2016-2017 has been updated! It has two tabs that you need to fill out: "Students & school information" and "School's contact person." The third and four tabs are examples of completed first and second tabs. All of these tabs are located in the left bottom of the spreadsheet.

In the "Students & school information" tab, you must enter the requested information for the student and school. In the "School's contact person" tab, you must enter the requested information for the contact person of the school.

Before you read the instructions to enter your information correctly in the spreadsheets, please follow the following instructions to save your data.

HOW TO SAVE YOUR SPREADSHEET?

1. The file name is not important, so you may rename the file for your purposes.
2. Do not change the structure of the template in any way (hide, delete, add, or re-arrange columns; hide, delete, add, or re-arrange tabs).
3. Do not "Protect" (lock) any of the tabs or the workbook and do not add any password protection of any kind.
4. The template is in the Excel 1997-2003 .xls version format. Keep this format when you save the spreadsheet after you have added information.
5. If you use other spreadsheet software that does not allow you to "Save As…" the Excel 1997-2003 .xls format (although this would be uncommon), complete and return the template in that other format.

Lucas State Office Building, 321 E. 12th Street, Des Moines, IA 50319-0075 ■ 515-281-7689 ■ www.idph.state.ia.us
DEAF RELAY (Hearing or Speech Impaired) 711 or 1-800-735-2942

SPECIFIC INSTRUCTIONS TO ENTER YOUR DATA IN THE 2016-2017 KINDERGARTEN DATA SPREADSHEET

FIRST TAB: STUDENTS & SCHOOL INFORMATION

Column A, Child's last name:
Enter the child's legal last name. If the child has two last names, use both names separated as they are typically separated for that child. If your records use a hyphen, use a hyphen; if your records use a space, use a space.

If the last name has a suffix such as Jr., II, etc. **DO NOT ADD THE SUFFIX**. For instance: Scott, II should be entered simply as Scott.

Column B, Child's first name:
Enter the legal first name of the child. Do not use diminutives or nick names. There are not fields for prefixes and middle names, so please do not include them.

Column C, Date of birth (mm/dd/yyyy):
Use the standard format of month/date/year (mm/dd/yyyy). Separate each of these categories with a "/" (slash). Do not use parenthesis, hyphens or any other symbol to separate the numbers.
Note: Single digits do not need the zero in front. For example, 4/9/2009 is acceptable.

Column D, Name of the school:
Enter the name of the school. Do not enter the name of the school district or the school district number in this column. This information must appear for every single child. **This information must match the name of the school entered on the "School's contact person info" tab.**

Column E, Number of the school district:
This is the number assigned to your school by the Department of Education. This information must appear for every single child. Find the school district number of your school at https://www.educateiowa.gov/directories
This information must match the number of the school district entered on the "School's contact person info" tab.

Column F, City:
This is the city where the school is located. This information must appear for every single child.

Column G, County:
This is the county where the school is located. This information must appear for every single child.

Column H, Religious exemption:
This refers to the notarized certificate of "Religious Exemption" that the parent/caregiver has submitted to the school. This certificate acknowledges the presence of a religious belief of the parent/caregiver over the blood lead testing of the child. Enter an "x" in this column if a religious exemption has been submitted to the school.
The electronic form is available at http://idph.iowa.gov/lpp/blood-lead-testing

Column I, Low risk exemption:
This refers to the notarized certificate of "Low-Risk Exemption" that the parent/caregiver has submitted to the school. Enter an "x" in this column if a low-risk exemption has been submitted to the school. This certificate acknowledges that the child is at "low risk" to be lead poisoned and will not need a blood lead test. *This certificate is only granted by the Iowa Department of Public Health*. For this type of request, the parent/caregiver must contact Stu Schmitz at 1-800-972-2026 or (515) 281-8707 or at Stuart.Schmitz@idph.iowa.gov
IMPORTANT: *If you manage more than one school, place the new list of children in the immediately following row. Do not leave spaces between rows and columns. Otherwise, it will create an error.*

SECOND TAB: SCHOOL'S CONTACT PERSON

Column A, First and last name of the school's contact person:
Use first and last name of the contact person of the school separated by a single space. Do not include any position, title, rank or grade earned.

Column B, Name of the school:
Enter the name of the school. Do not enter the name of the school district or the school district number in this column. **This information must match the name of the school entered on the "Students & school info" tab.**

Column C, Number of the school district:
This is the number assigned to your school by the Department of Education. This information must appear for every school you enter. Find the school district of your school at https://www.educateiowa.gov/directories
This information must match the number of the school districted entered on the "Students & school info" tab.

Column D, E-mail address:
Enter the work e-mail address for the school contact person. Be sure to provide a correct address as this will be the primary means to communicate with you.
IMPORTANT: *Type your e-mail address for each new school you enter, regardless if it is the same information.*

Column E, Phone number:
Enter10 digits of the phone number and separate each of the segments with hyphens: 515-300-8115. If needed, add the extension number at the end by leaving a single space between the number and the extension. Then use a lower case "x" plus the extension number. For instance: 712-456-7890 x5

IMPORTANT: *If you manage more than one school and your contact information remains the same or varies, repeat the same procedure in the following row. Be sure to add the new information when applies. Do not leave spaces between rows and columns. Otherwise, it will create an error.*

THIRD AND FOURTH TABS:

The third and fourth tabs offer examples of the correct use of the data enter for students & school information, and for the school's contact person, respectively.

Note that the examples are fictitious. Also, you will find more than one school reported and a different contact information for each school.

WHEN AND WHERE TO SEND THE SPREADSHEET?
You will be receiving a secure mail message from the Iowa Department of Public Health every two weeks until the deadline. This message will be sent regardless of whether you have submitted your list or not; only one complete submission is necessary. Please ignore secure messages received after you have submitted a complete list of students and school contacts.

Submit your completed spreadsheet by e-mail by **Monday, October 31, 2016**, to School.Lead@idph.iowa.gov

IMPORTANT: Due to the process of the electronic matching data, we cannot accept information in PDF, or by fax or by regular mail.

QUESTIONS?
There is a webinar question and answer session scheduled to address any questions that may come up after you have received the secure e-mail and template. This session is scheduled for:

Tuesday September 27, 2016
3:00 to 4:00 PM

Feel free to contact us at the following phone numbers:

- (800) 972-2026 (Toll free)
- (515) 281-3225 (Rossany Brugger)
- (515) 281-8707 (Stu Schmitz)

Or at our e-mails:
rossany.brugger@idph.iowa.gov or stuart.schmitz@idph.iowa.gov