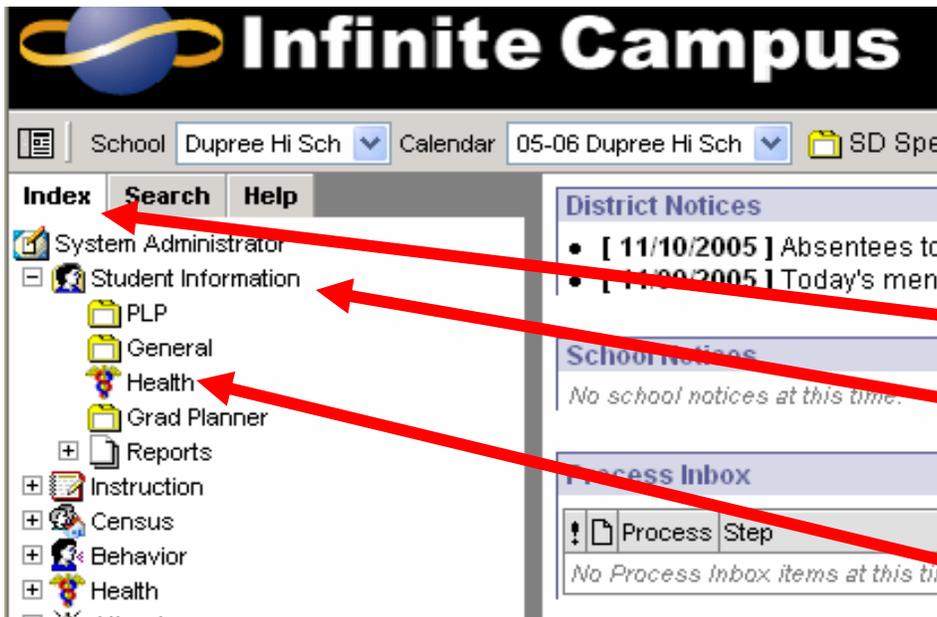
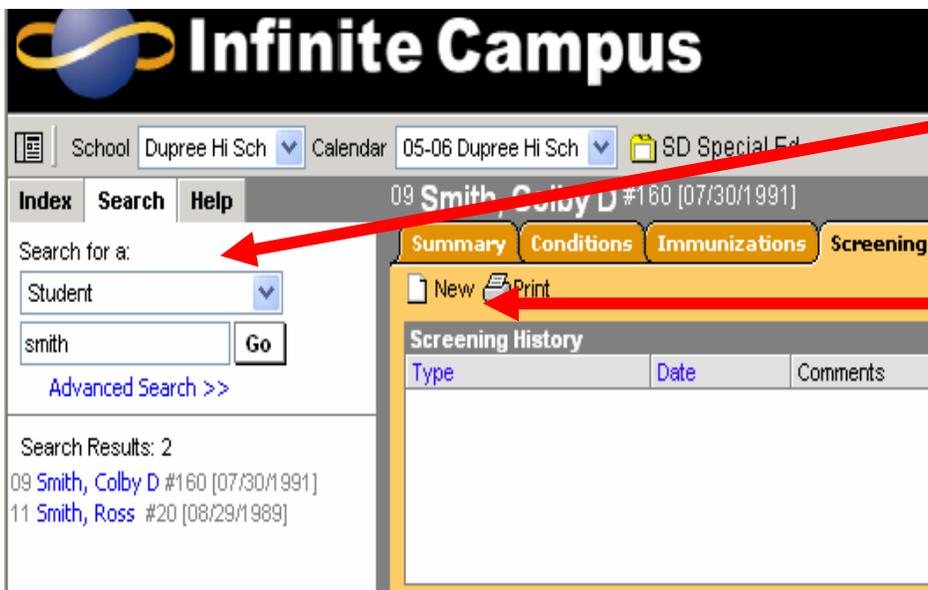


## South Dakota School Height and Weight Data How to enter and submit data for the state report



1. Login to Campus. The URL and username and password will have to be given to the user by the district. Once the user has that information, they can login and then follow the directions.
2. From the **Index**, select the **Student Information** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the **Health** folder within Student Information folder.



3. Search for a student using either the **Search** tab or the **Advanced Search** option.
4. After selecting a student, click on the **Screenings** tab.
5. Select the **New** icon. A **Screening Detail** table will appear below the **Screening History** list.

09 Smith, Colby D #160 [07/30/1991]

Summary Conditions Immunizations Screenings Health Visits Docu

Save X Delete New Print

**Screening History**

Type	Date	Comments
Health Appraisal	05/01/2006	

**Screening Detail**

\*Date: 05/01/2006

\*Type: Health Appraisal

Comments:

**Sports Physical**

**Height/Weight and Vital Signs**

Date	Height	Weight	Blood Pressure	Pulse
05/01/2006	61 inches <input type="text"/>	165 lbs. <input type="text"/>	<input type="text"/>	<input type="text"/>

**Vision**

Date	Status	Test Type	Acuity R
05/01/2006	<input type="text"/>	<input type="text"/>	20/ <input type="text"/>

Color Vision:  Cover Test:  External Inspection:

**Hearing**

Date	Status	Otoacoustic Emissions
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Enter the **Date** of the screening. This field will be defaulted to the current date. New dates can be entered in *mmddyyyy* format, or the date can be selected for entry by clicking the calendar icon.
7. Under **Type** of screening, select **Health Appraisal** from the drop-down list.
8. Enter **Comments** for the screening, if desired.
9. Enter the appropriate areas as they open for entry in the detail below the **Screening Detail** table. For the extract to generate properly, the date of the measurement, the student's height and weight must be entered. **Remember height is in inches to the nearest 8<sup>th</sup> of an inch and weight is to the nearest 4<sup>th</sup> of a pound.** Use decimal points for height and weight. **See conversion table at left.**
10. Click the **Save** icon when finished. The screening will be listed in the **Screening History** table.

Decimal conversions	
Height	Weight
1/8 inch = .125	1/4 pound = .25
2/8 inch = .25	2/4 pound = .5
3/8 inch = .375	3/4 pound = .75
4/8 inch = .5	
5/8 inch = .625	
6/8 inch = .75	
7/8 inch = .875	

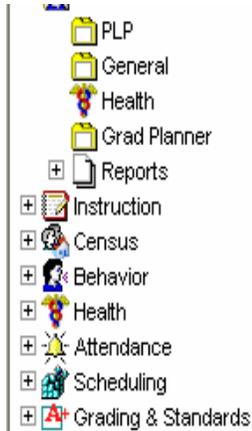


## HTML extract example.

### Height Weight File ( District: 64002 School: 1) Records:1

DateOfMeas	Student ID	Gender	DOB	Race	Height	8's	Weight	4's
05/01/2006	026477146	1	07/30/1991	WH	61	0	165	0

This is a very clean type of file and this format is the one preferred by the Department of Health. But both formats will be accepted.



Select the Calendar(s) to be reported:

Calendar  ▾

\*From Date

To Date

---

Format  ▾

---

5. Click the **Generate Extract** button. The report will appear in a new window in the selected format, listing the height and weight data for the students in the selected calendar.
6. Save the extracted file and email the file as an attachment to [Carrie.Cushing@state.sd.us](mailto:Carrie.Cushing@state.sd.us)
7. Include this information, at the left, in the email.

<b>School Name:</b>	
County:	
Grade Levels of School:	
District Name:	
Mailing Address of School:	
City / Zip Code:	
Contact Person:	
Contact's Email Address:	
Contact's Address (if different from School):	
Contact's City / Zip Code:	
Contact's Telephone:	
Building Principal's Name:	
Principal's Email Address:	
Principal's Address (if different from School):	
Principal's City / Zip Code:	
Principal's Telephone:	