

Print School Form Quick Reference Guide



Note: Demographic information in Section 1 of the School Form will populate from certain populated fields in imMTrax.

- Name of Parent/Guardian will populate from Guardian 1 First and Last Name.
- Address will populate from Primary Address 1.
- Home Telephone number will populate if a recorded phone number in imMTrax has a Phone Use Code “Primary Residence Number”.
- Work Telephone number will populate if a recorded phone number in imMTrax has a Phone Use Code “Work Number”.

Steps to Follow:

1. Click Search/Add, located under the Patient panel.
2. Search the patient name.
3. Click the patient name to open the demographics section.

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4. Select the Patient Specific Reports panel.
5. Select School Form.
 - If patient consent is undetermined, the School Form link will be gray and not available to download.

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6. Print the School Form.