

Store Immunization Records

Immunizations are the preventative shots students receive on a schedule to inoculate them against infectious diseases and illnesses. Using HeadMaster, you can track the immunizations that are important to your school, state, or district. HeadMaster contains the names of many standard inoculations already entered, but you can customize this list.

When immunizations are entered on the prospective or student record, dates are associated with them. Therefore, instead of entering a series of shot names in the Immunization List (such as Hepatitis 1, Hepatitis 2, and Hepatitis 3), enter Hepatitis only once in the Immunization list. Then, on the prospective or student record, add Hepatitis and associate three different dates with the immunization.

▼ To set up immunizations

1. On the Home screen, click **Immunizations**.
2. To add an immunization, click **Add**.
3. To change an immunization, click **Edit**.
4. Enter or edit the name of the immunization.
5. Click **OK**.
6. When you're finished setting up immunizations, click **OK**.

▼ To remove immunizations

1. On the Home screen, click **Immunizations**.
2. Click the immunization you want to remove from the list.
3. Click **Delete**.
4. Click **OK**.