



# Outbreak Roster User Guide for Schools and Childcare Sites

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# Add a Student to the MCIR Outbreak Roster

## -Manual Add

The Outbreak Roster link in the Person section is only made available when an active outbreak is present and the link is activated by the State of Michigan.

1. From the MCIR home screen select **Add/Find**, (Figure 1).
2. Type in student's last name, first name and birth date, (Figure 2).
3. From the Roster\* dropdown select **Outbreak Roster**, (Figure 2).
4. Click Submit.




Figure 1

The screenshot shows the 'Find Person' form. It includes a navigation bar with tabs for Person, Sch/CC, My Site, Adm, Rpts, and Oth. The 'Person' tab is active, showing links for Add/Find, Roster, and OB Roster. Below the navigation bar, there is a note about adding a person and a 'PLEASE NOTE' section. The form contains several input fields for identifying a person, including MCIR ID, Student ID, Last Name, First Name, Birth Date, Gender, District Code, and Building Code. A yellow box highlights the Last Name, First Name, and Birth Date fields. Below these fields, there is a section for setting the roster and period, with a dropdown menu for 'Roster\*' set to 'Outbreak Roster'. A black arrow points to the 'Outbreak Roster' dropdown. At the bottom of the form, there are buttons for 'Submit', 'Clear', and 'Cancel'.

Figure 2

# Delete a Student from the MCIR Outbreak Roster

1. From the MCIR Outbreak Roster screen your Outbreak Roster will display.
2. To delete a student from the MCIR Outbreak Roster click the trash can  to the right of the student's name, (Figure 3).

**Outbreak Roster** [Print Help](#)  
[Home](#) [Exit](#)

[Add/Find](#) [Roster](#) [OB Roster](#)

[Generate Report](#) Roster Size: 10




Name	Birthdate	S	Gr	MCIR ID	MSL	OPOX	Last Eval	
<a href="#">ZZZBlue, Cloud</a>	04/05/2017	F	01	17003061900	O	Ø	04/26/2025	
<a href="#">zzzCane, Candy</a>	10/12/2017	F	01	17480647342	O	Ø	04/18/2025	
<a href="#">ZZZDay, Sunni</a>	05/10/2010	U	07	16980494312	C	Ø	04/23/2025	

Figure 3


## OR

From a student's General Information screen, click the **Take Off Outbreak Roster** button below the record to remove the student from the Outbreak Roster, (Figure 4).

Person: ZZZBird, Snow  
Birth Date: 05/05/2015  
Provider: Overdue

[Print Label](#)  
[View](#) [Print Help](#)  
[Home](#) [Exit](#)

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#) [OB Roster](#)

Person Information		MCIR ID :	
Name:	ZZZBird, Snow	Birthdate:	05/05/2015
		Age:	6 Years 9 Months
Gender:	Female	Primary Phone (Edit):	
Mom's Maiden Nm:		Secondary Phone (Edit):	
Address (Edit):	Kalamazoo, MI 49009	Address Status:	Invalid
Country:	United States	County:	Kalamazoo
		Address Updated:	08/02/2020
School/Childcare			
<a href="#">Edit Information</a>			
Student ID:	Grade:	1st	Report Period:
Last Physical Date:	Language:	English	
<input type="checkbox"/> McKinney-Vento Act	<input type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Vision Screened	<input type="checkbox"/> Roundup
<input type="checkbox"/> FERPA No Consent			

Take off Outbreak Roster
Unlock Person

# Upload students with a CSV file to the MCIR Outbreak Roster using the Build Roster feature

1. Select Build Roster from the MCIR home screen, (Figure 5).
2. Select **Outbreak Roster** from the Roster dropdown, if it did not default to Outbreak Roster, (Figure 6).
3. Click the Load External Data Link, (Figure 6).



Figure 5

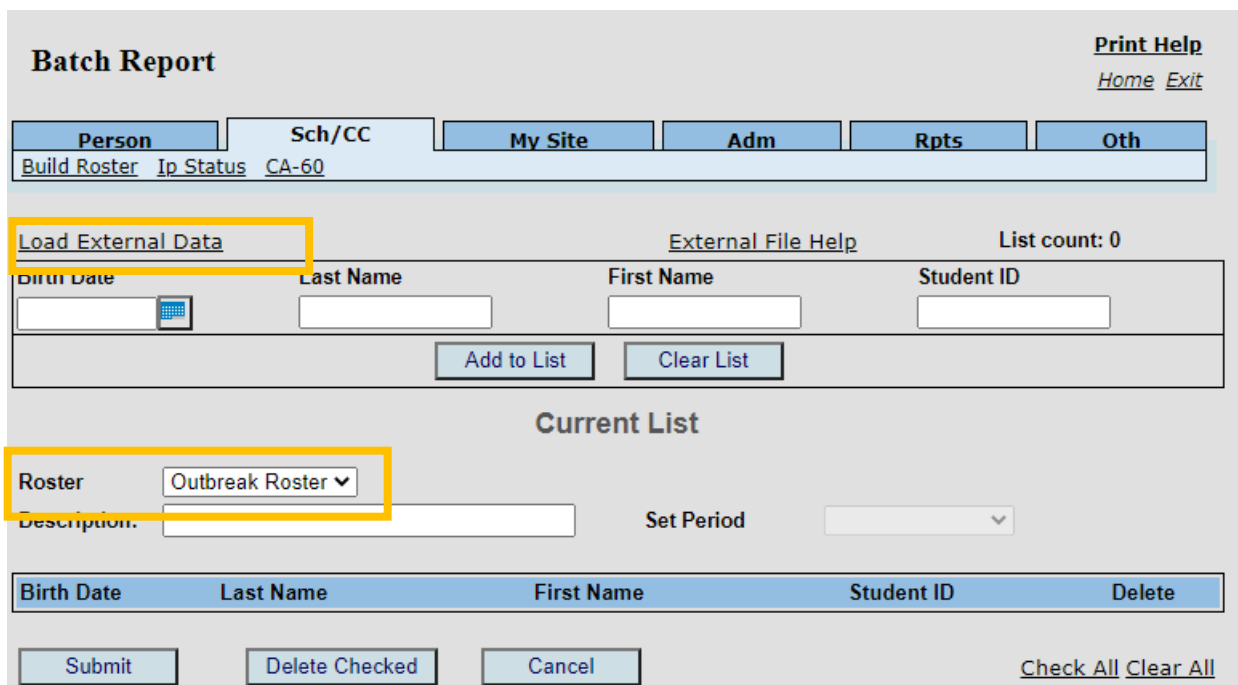


Figure 6

- Click the **Choose File** button and choose the .csv file from your computer, (Figure 7).
- After the file uploads, you should **see the name of the file immediately to the right** of the **Choose File** button, (Figure 8).
- Click Submit, (Figure 8).

Figure 7

Figure 8

- This Batch Report screen displays the Outbreak Roster and includes uploaded data, (Figure 9).
- Click Submit at the bottom of this screen.

Birth Date	Last Name	First Name	Student ID	Delete
01/02/2016	ZZZMichigander	Infant	1	<input type="checkbox"/>
01/01/2001	ZZZaaduck	Donald	2	<input type="checkbox"/>

Figure 9

# Copy the Current Site's IP Roster to the MCIR Outbreak Roster

1. From the MCIR home screen, click **Roster** under the Person section, (Figure 10).
2. Click the **Modify Roster** link, (Figure 11).



Figure 10

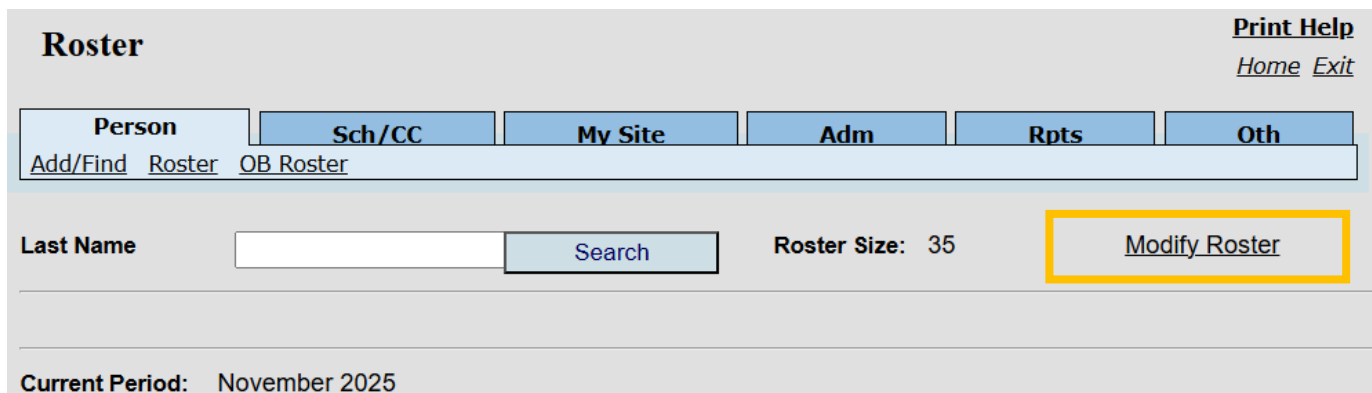


Figure 11

3. Select students individually by clicking the box to the left of the student's name to be included on the Outbreak Roster, (Figure 12).

**OR**

4. Upload a csv file directly to the Outbreak Roster. Visit upload csv instructions, (Figure 8 – page 4).

**Roster** [Print Help](#)  
[Home](#) [Exit](#)

Person | Sch/CC | My Site | Adm | Rpts | Oth

Add/Find | Roster | OB Roster

Last Name:  Search Roster Size: 35 [Check All](#) [Clear All](#)

Current Period: November 2025

*Red grade background indicates a grade not valid for this site.*

	Name ▼	Birth Date ▼	S	Gr ▼	MCIR ID	Pd ▼	IS ▼	Last Eval
<input type="checkbox"/>	<a href="#">ZZZBlue, Cloud</a>	04/05/2017	F	01	17003061900	Nov25	C	04/29/2025
<input type="checkbox"/>	<a href="#">zzzCane, Candy</a>	10/12/2017	F	01	17480647342	Nov25	I	04/29/2025
<input checked="" type="checkbox"/>	<a href="#">ZZZCovid, 23-24</a>	04/18/2018	M	01	17454272946	Nov25	I	04/29/2025
<input type="checkbox"/>	<a href="#">ZZZDay, Sunni</a>	05/10/2010	U	07	16980494312	Nov25	I	04/29/2025
<input checked="" type="checkbox"/>	<a href="#">ZZZEleven, Covid</a>	09/01/2012	M	06	17482417871	Nov25	C	04/29/2025
<input type="checkbox"/>	<a href="#">ZZZFour, Eleven</a>	11/05/2018	M	01	17469365059	Nov25	I	04/29/2025
<input checked="" type="checkbox"/>	<a href="#">ZZZInfant, Imms</a>	09/25/2013	M	07	16796783984	Nov25	W	04/29/2025

Figure 12

5. Click on **Modify Checked** at the bottom of roster, (Figure 13).

<input type="checkbox"/>	<a href="#">zzzWimpy, Sal</a>	03/24/2011	M	07	17452543532	Nov25	I	04/29/2025
<input type="checkbox"/>	<a href="#">ZZZZ2024, AAAAChild</a>	06/19/2020	M	DK	17496603774	Nov25	I	04/29/2025

Figure 13

6. Select **Outbreak Roster** from the **Add to Roster dropdown** to add the checked students from your IP Roster to the Outbreak Roster, (Figure 14).
7. Click Submit.

**Modify Roster**

*\* Roundup kids should have Roundup set to "Yes" and their grade and report period left alone.*

**Modify Roster**

Grade  Roundup  Report Period

Vision Screened  Add to Roster

**Move Roster**

Site

Figure 14

# Use the MSL Sort Function for Measles Student Status

1. From the Outbreak Roster screen, hover your cursor/mouse over the MSL Header, (Figure 15).
2. Other Sort functions on this screen are Name, Birthdate, Gr – Grade.

The screenshot shows the 'Outbreak Roster' interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below the title, there are navigation tabs: 'Person', 'Sch/CC', 'My Site', 'Adm', 'Rpts', and 'Oth'. Under the 'Person' tab, there are sub-links: 'Add/Find', 'Roster', and 'OB Roster'. A 'Generate Report' button and 'Roster Size: 10' are visible. The main table has columns: Name, Birthdate, S, Gr, MCIR ID, MSL, OPOX, and Last Eval. A dropdown menu is open over the 'MSL' column, showing options: 'Measles Table Key', 'C Complete', 'I Incomplete', 'O Overdue', 'U Up-To-Date', and 'Ø No Evaluation'. The table contains six rows of student data.

Name	Birthdate	S	Gr	MCIR ID	MSL	OPOX	Last Eval
<a href="#">ZZZBlue, Cloud</a>	04/05/2017	F	01	17003061900			26/2025
<a href="#">zzzCane, Candy</a>	10/12/2017	F	01	17480647342			18/2025
<a href="#">ZZZDay, Sunni</a>	05/10/2010	U	07	16980494312			23/2025
<a href="#">zzzDemonstration, Waiver</a>	02/18/2009	M	08	17422660283			22/2025
<a href="#">ZZZInfant, Imms</a>	09/25/2013	M	07	16796783984			25/2025
<a href="#">zzzJunk, Jennifer</a>	02/20/2013	F	K	17049828914			18/2025

Figure 15

MSL (Measles) Table Key		
<b>C</b>	<b>Complete</b>	All recommended doses in this series have been received.
<b>I</b>	<b>Incomplete</b>	Currently needs immunizations.
<b>O</b>	<b>Overdue</b>	Past recommended date for the dose of vaccine.
<b>U</b>	<b>Up -To -Date</b>	Additional doses recommended in this vaccine series, but it may not be time for your next dose.
<b>Ø</b>	<b>No Evaluation</b>	Child may be too old or young for the site status.

# Generate a Measles Roster Report

1. From the Outbreak Roster screen, select Generate Report. To generate an Outbreak Roster report, you must navigate to the Outbreak Roster screen first, (Figure 16).

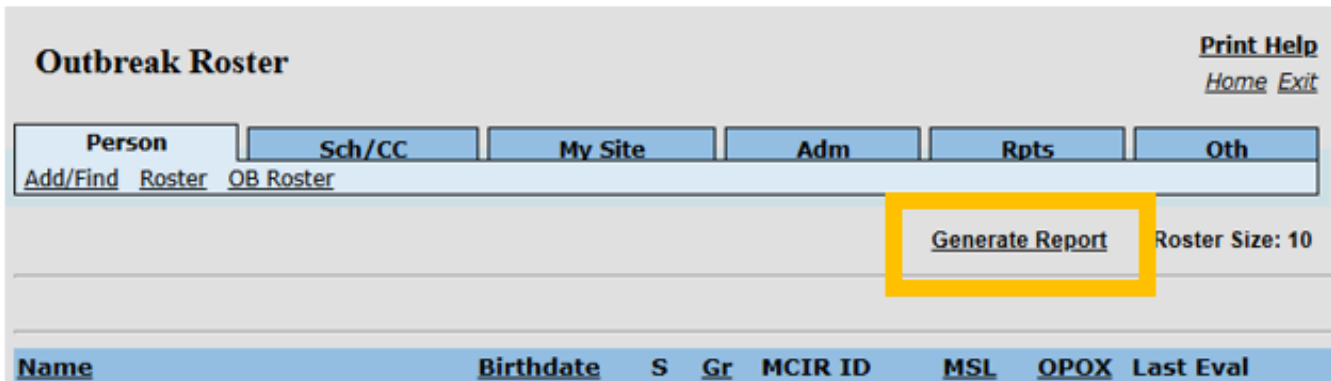


Figure 16

2. Next, a **Generate Report** pop up box displays, (Figure 17).
3. Select the Grade, Imms Status and Rename the Report Description for easy retrieval.
4. Click Submit.

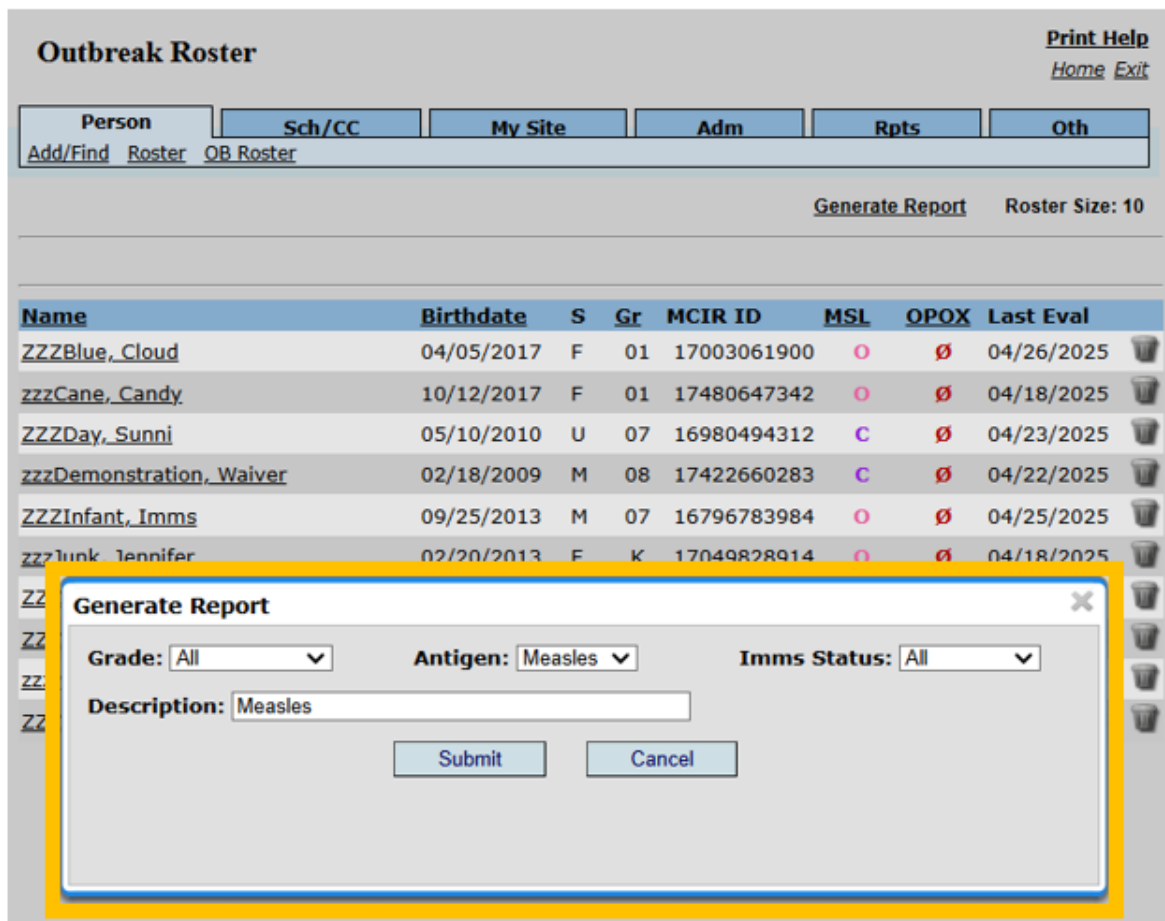


Figure 17

# Retrieve a Measles Roster Report

5. Select the Rpts = Reports Tab from the top navigation, (Figure 18).
6. Click Retrieve Results, (Figure 18).

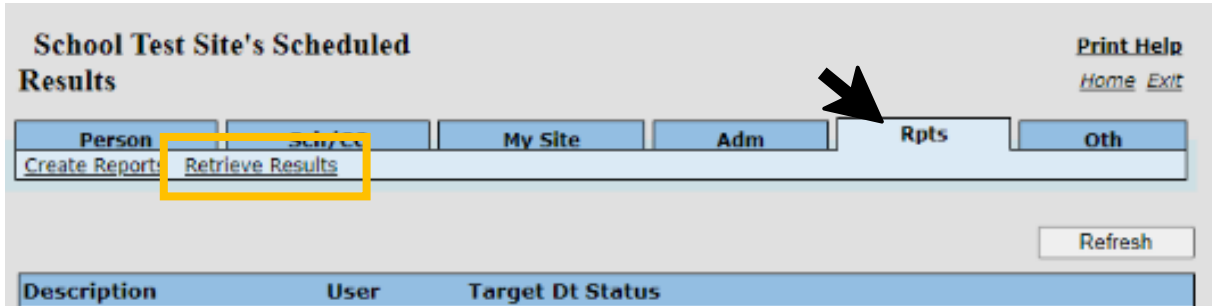


Figure 18

7. Scroll down to the bottom of the report list to retrieve the most recent report, (Figure 19).

Measles	nyew1	04/24/2025	Report has been retrieved	<a href="#">Report</a>	<a href="#">Delete</a>
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Figure 19

8. Click on the report, and it should display as a pdf pop up on the screen, (Figure 20).

<b>User ID:</b> nyew1	<b>Building Code:</b> 90629	<b>Report Type:</b> ORIS
<b>Report Date:</b> 04/30/2025	<b>Description:</b> Measles	
<b>Grade:</b> All	<b>Antigen:</b> Measles	<b>Imm Status:</b> All

Outbreak Student Roster Summary					
MCIR ID#	Name	Birth Date	Sex	Grade	Measles
17003061900	ZZZBlue, Cloud	04/05/2017	Female	1st	Overdue
17480647342	zzzCane, Candy	10/12/2017	Female	1st	Overdue
16980494312	ZZZDay, Sunni	05/10/2010	U	7th	Complete
17422660283	zzzDemonstration, Waiver	02/18/2009	Male	8th	Complete
16796783984	ZZZInfant, Imms	09/25/2013	Male	7th	Overdue
17049828914	zzzJunk, Jennifer	02/20/2013	Female	Kindergarten	Overdue
17479340918	ZZZLoveCovid, Testing	03/21/2019	Male	6th	Overdue
17475213807	zzzMichigander, Little	02/02/2021	Female	10th	Incomplete
10218507326	ZZZMichigander, Little	01/01/2013	Female	1st	Overdue
17466678954	ZZZMMR, Oneyear	11/01/2022	Male	Kindergarten	Incomplete

Figure 20