School and Childcare Waiver Management in MCIR/SIRS

For further questions about waivers, please contact your Local Health Department for guidance.

1. From the School/Childcare MCIR/SIRS Home Screen, search for the person by legal first and last name, and date of birth using the Add/Find link in the Person section (Figures 1 and 2).

![School/Childcare Site MCIR/SIRS Home Screen](image1)

**Figure 1:** School/Childcare Site MCIR/SIRS Home Screen

![Find Person](image2)

**Figure 2:** Last Name, First Name, and Birth Date search function.
2. Once the MCIR Record is located, select **Status** on the person’s general immunization record screen (Figure 3).

![Figure 3: The Immunization Status screen appears.](image)

3. On the person’s Immunization Status screen, navigate to the **Nonmedical Waivers** section near the bottom of the screen (Figure 4).

![Figure 4: View of Nonmedical Waiver section located on the person’s Immunization Status screen.](image)
4. Click on **History**. This will display a list of the person’s immunizations that have been administered and those that have been waived (Figure 5).

![Immunization History](image)

**Figure 5:** Shows nonmedical waivers for vaccines that have been entered by the local health department.

**Please Note:**
Schools and childcares will not be able to view or print the signed digital nonmedical waiver document in MCIR/SIRS. It will only be visible as shown in Figure 5.
5. Click on **Add Imm** to enter a medical waiver and click **Submit** (Figures 6 and 7).

**Figure 6:** Shows the Add Imm screen where schools and childcares can enter vaccine and waiver data. School’s must have FERPA consent to enter information into MCIR/SIRS.

**Figure 7:** Shows a medical waiver that has been entered by a school or childcare into MCIR/SIRS from the “History” screen. If a medical waiver has been entered in error by the school or childcare it can be deleted by the site that entered it.

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