

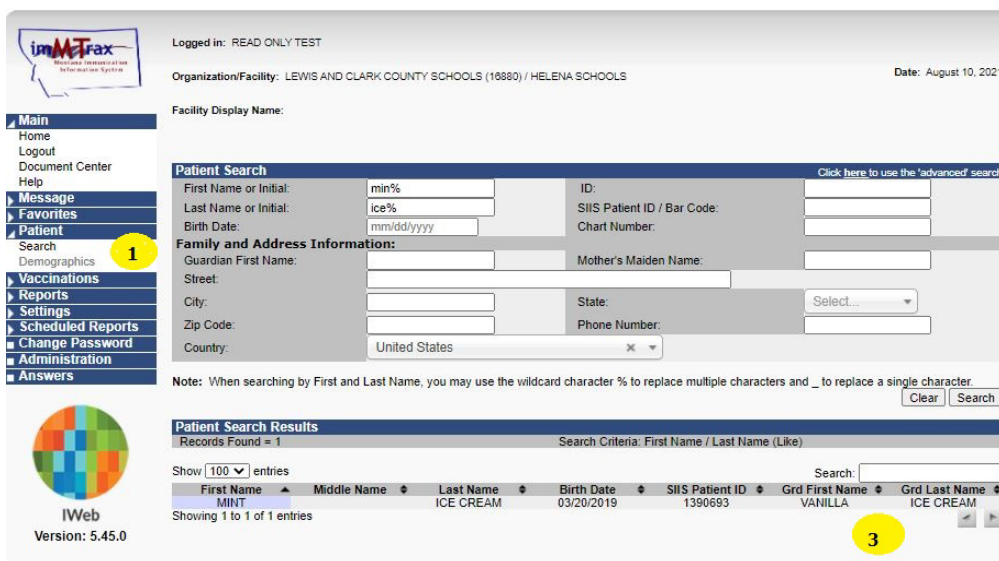
Print Montana School Form Quick Reference Guide



Note: The Montana School and Childcare forms are two separate forms in *imMTrax*. Please see the [Print Child Care Form Quick Reference Guide](#) for instructions on printing the Montana Child Care Form. Demographic information in Section 1 of the School Form will populate from patient fields in the Patient Demographic screen. The School form will only display Montana K-12 required vaccines.

Steps to Follow:

1. Click **Search/Add**, located under the **Patient** menu.
2. Search for the patient. *imMTrax* staff recommends one of the following two searches:
 - Search using only the first three letters of the First and Last name followed by the wildcard "%."
 - Search using only the Birth Date.
3. Click the patient name to open the demographics section.



Logged in: READ ONLY TEST
Organization/Facility: LEWIS AND CLARK COUNTY SCHOOLS (16880) / HELENA SCHOOLS
Date: August 10, 2021
Facility Display Name:

Patient Search Click here to use the 'advanced' search

First Name or Initial: min% ID: _____
Last Name or Initial: ice% SIIS Patient ID / Bar Code: _____
Birth Date: mm/dd/yyyy Chart Number: _____

Family and Address Information:

Guardian First Name: _____ Mother's Maiden Name: _____
Street: _____
City: _____ State: Select...
Zip Code: _____ Phone Number: _____
Country: United States

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character. Clear Search

Patient Search Results
Records Found = 1 Search Criteria: First Name / Last Name (Like)

Show 100 entries Search: _____

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
MINT		ICE CREAM	03/20/2019	1390693	VANILLA	ICE CREAM

Showing 1 to 1 of 1 entries

4. Select the **Patient Specific Reports** panel (located above the patient address history).
5. Select the School Form.
 - If patient consent is undetermined, the School Form link will be gray and not available to download.



6. Click Print to print the appropriate form.