

School & Child Care Roster Lookup (SCRL): *Modified for LAUSD Nursing Services*

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The SCRL can be done using:

- (1) UPLOAD A ROSTER FILE
- (2) SINGLE STUDENT LOOKUP

The CSV Roster Upload Process

The report with the CAIR Hub requirements is available in Welligent > Reports > Health/Medical Reports > CAIR HUB CSV REPORT, 3423.

Select	Report Name	Report Description	Report ID
<input checked="" type="checkbox"/>	CAIR HUB CSV REPORT	CAIR HUB CSV REPORT	3423

CAIR HUB CSV REPORT(3423)
Schedule Run **Excel**

Health/Medical Reports

Report Engine: PLSQL Procedure
Report Description: CAIR HUB CSV REPORT

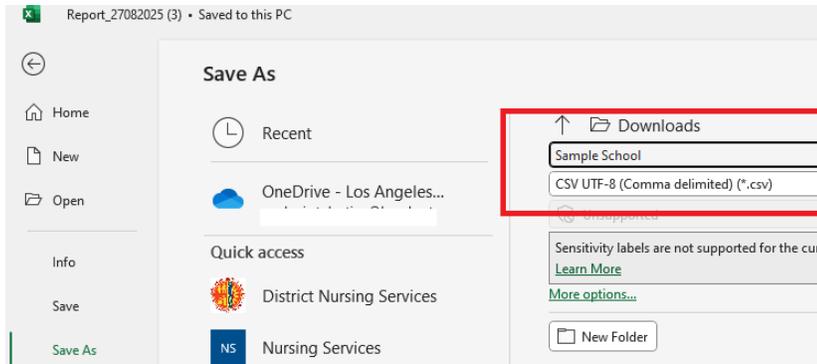
Filter	Value
Region	All Districts v
Campus	Campus Name v
Grade	Pre-School v

Click **Excel** format, save as CSV as required

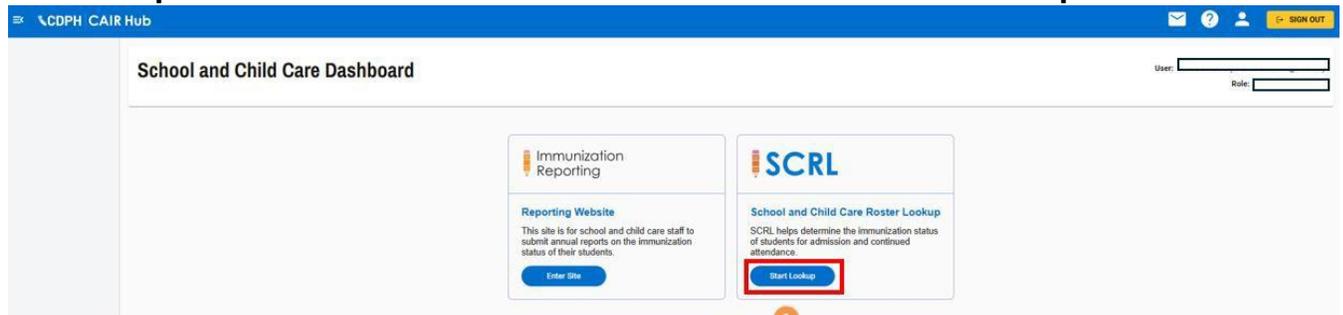
Click 

Delete the rows above the header and the rows below the last student name on the list

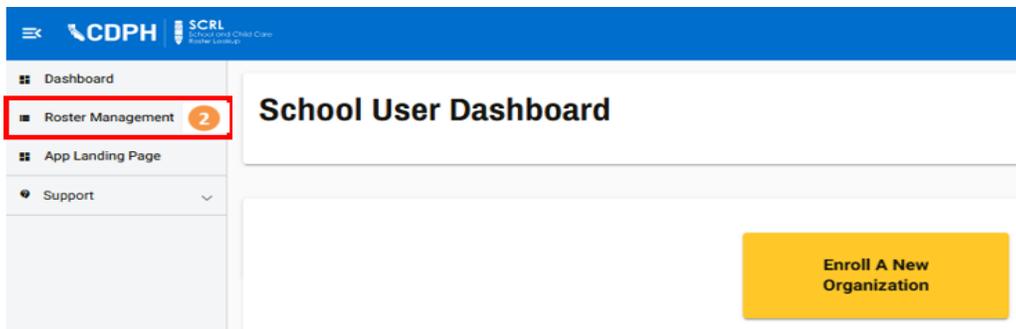
Save the file on your computer as a CSV. You can select “CSV” or “Comma Separated Value” as the file type when you save the file.



How to Upload a Roster File to the School & Child Care Roster Lookup Module



1. On the School and Child Care Dashboard, click on the SCRL Start Lookup button. The SCRL School User Dashboard opens
2. Click on Roster Management.



Roster Management User: Peter

Get Immunization Data for Your Students

If you created a roster in your Student Information System, save it as a CSV file and upload it here to build an Immunization Report. [Learn More.](#)

You can also build a roster by adding students to a roster list. [Learn More.](#)

Search for a Single Student [Learn More.](#)

UPLOAD A ROSTER FILE

BUILD A ROSTER

SINGLE STUDENT LOOKUP

3. On the Roster Management screen, click on the Upload a Roster File button. Your system's file set up opens.
4. Locate your saved roster CSV file and double-click on it to upload it. This starts the upload process.

Note: If you have errors in the file, you will get an error message. Check the rows above the header and the rows below the last student's name on the list. You will have to fix the errors in the CSV upload file and re-upload.

The generating report now appears in the My Files section of the screen.

User Files

File Name	Progress	Date Added (PST)	Status	Action
Test CSV files combined	3%	01/24/2023 11:50 AM	Pending	✗
My New Roster test ▶	100%	01/23/2023 1:38 PM	Completed	🗑️ ⓘ

Note: If you want to cancel the process, click on the red X in the Actions column, and then click on the Yes button on the Delete Confirmation box.

Once the student immunization report Status changes from Pending to Completed, the file is ready to view. An email will be sent to you once it's done processing.

Click on the **File Name**

User Files

File Name	Progress	Date Added (PST)	Status	Action
TEST ▶	100%	05/19/2025 10:02 AM	Complete	🗑️ ⓘ

Click on the Student Name to see the **Student Details** and **Vaccine Series Status**. The **Vaccine History** is available on the same screen.



TEST

Totals: Complete : 0 Overdue : 3 Conditional : 0 Total # of Students : 6 Exact Matches CAIR2 : 3

[Display Blue Card for Checked Students](#) Track TK/P

<input type="checkbox"/>	Student Name ↑	Student ID	Current Grade	Date of Birth	OVERALL STATUS C
<input type="checkbox"/>	Sample	200000X000	0	00/00/00	✖ Overdue
<input type="checkbox"/>	✖ IMMUNIZATION OFFER		4	:	-
<input type="checkbox"/>	Sample		0	7/25/2019	✖ Overdue

Student Details

CAIR ID: 00000007
Parent First Name: |
Gender: female

[Vaccine History](#)

Vaccine Series Status

✖ **Overdue**

Polio due date 1/28/2021
DTaP/Tdap due date 1/28/2022
MMR due date 12/20/2020
Varicella due date 5/28/2021

✔ **Complete**

HepB Last given 1/28/2020

Missing Doses

Required Vaccine	Earliest Date	Past Due Date
Polio	07/28/2020	01/28/2021
DTaP/Tdap	07/28/2021	01/28/2022
MMR	09/17/2020	12/20/2020
Varicella	04/28/2021	05/28/2021

Immunization Record

Required Vaccine	Date Administered	Series
Polio	10/01/2019	1 of 4
	12/09/2019	2 of 4
	01/28/2020	3 of 4
DTaP	10/01/2019	1 of 5
	12/09/2019	2 of 5
	01/28/2020	3 of 5
	01/28/2021	4 of 5

For more assistance with the Welligent report, please email districtnursing@lausd.net or call (213) 202-7580

For more assistance with CAIR Hub, please email the CAIR Hub Help Desk at CAIRHub@cdph.ca.gov or call (800) 578-7889.