In collaboration with the Louisiana Department of Education, the Louisiana Department of Health is implementing a statewide reporting system for all school-associated cases of COVID-19. This system is intended to record COVID-related illness in schools and to give schools a platform to document case information, assisting in their ability to mitigate potential for school spread.

The guidance below is intended for schools and explains how to register and use this system.

**SCHOOL REGISTRATION SUMMARY**

1. School administrators will receive an email with a link to COVID-19 Reporting; this link is specific to your school. If you are unsure who your school administrator is, please email schoolcovidreporting@la.gov.

2. Click the COVID-19 Reporting link to access the reporting portal for your school. You will have the chance to set a password which will be used for all reporting in your school and must be retained to use the system.

3. Forward the COVID-19 Reporting link to other personnel in your school who will need to access this system. For all those who expect to use the system, we recommend bookmarking the link to your browser for ease of access. If for some reason the link is lost, please reach out to schoolcovidreporting@la.gov for assistance.

**WHO SHOULD BE ENTERED INTO THIS SYSTEM**

1. All individuals tested for COVID-19 (SARS-CoV-2)
2. Any individual who has a cough, shortness of breath, difficulty breathing, or new loss of taste or smell without an alternative diagnosis
3. Any individual who has at least two other COVID-19 symptoms without an alternative diagnosis

**SYSTEM USE**

Please refer to the following instructions to learn more about:

1. The COVID-19 Reporting Email school administrators will receive; (2) the Registration Survey, (3) what happens after completing the Registration Survey, and (4) how to use the system moving forward for reporting new cases of COVID-19.

We also include instruction on how to bookmark your school’s reporting page for easier access in the future.
1. COVID-19 Reporting Email

Be on the lookout for an email arriving to the school administrator inbox. If you have not received this, please check your junk folder.

The sender will be: schoolcovidreporting@la.gov

The link in this email can be used in the future to access your school’s reporting portal. **This link is specific to your school; please do not share this link with other schools.**

When you click on this link, you will first be directed to a registration survey.
2. Registration Survey

This information was provided by the Louisiana Department of Education and will be pre-populated in the survey. If there are any blank lines here, please select “Incorrect” below and provide the missing information.

If this information is NOT correct, a field will appear allowing the user to update.

Please check all that apply.

IMPORTANT: Retain this password to access reporting for your school!
3. After Completing the Registration Survey...

The screen to the right will appear.

If schools have a case to report at that time, they can begin by selecting “Begin survey”; they will be prompted to login (shown below).

If there are no cases to report, please retain the link to the “survey queue” (explained on next slide). This can be obtained from the starred button to the right. Additionally, the original link in the email will also bring you to this same page.

To begin surveys or edit previous submissions, enter the password (set in the registration survey) to login to the screen shown on the right.

Note: All efforts should be made to retain the unique password that was established. If, however, assistance is needed with credentials, please contact schoolcovidreporting@ldh.gov.

This is the form that will appear to report a case (or suspected case) of COVID-19.

*Please note that not all fields need to be filled to submit the form. Users can return to previous submissions to edit/update.

If “Yes” is selected, additional questions will appear about result and test type.
4a. Reporting New Cases of COVID-19: 

The case report form cont’

If “Yes” is selected, a list of symptoms will appear, and the user will be prompted to enter the date when the first symptom began.

Upon submission, the school administrator will receive an email confirming that an entry was created.

This email will also contain guidance documents to assist schools in next steps.
4b. Reporting New Cases of COVID-19: The survey queue

The survey queue is a screen that will display all previously submitted data and will allow schools to report new COVID-19 cases in their school. Again, this link is specific to your school. From this page, users can add new submissions (report new cases) or edit previous submissions.

Users can see the test status of previously submitted cases for easier tracking and the ability to quickly see which were “Pending” and need to be updated.
Bookmarking the COVID-19 Portal

Bookmarking this portal to your web browser for quick access in the future; here we outline these steps for Internet Explorer and Google Chrome.
Bookmark Your School Portal: 
**Internet Explorer**

1. Click the star in the upper right corner of the browser.
2. Click “Add to favorites”.
Bookmark Your School Portal: *Internet Explorer*

1. Complete the “Name” field with a label for this page.
2. Press “Add”.
Bookmark Your School Portal: *Internet Explorer*

1. Click the star in the upper right corner of the browser.
2. Your new bookmark has been added.
Bookmark Your School Portal: Google Chrome

1. Click the star in the upper right corner of the browser.
2. Complete the “Name” field with a label for this page.
3. Keep the “Folder” set to “Bookmarks bar” (this should be the default).
Bookmark Your School Portal:  
Google Chrome

1. This link will now appear at the top of your Google Chrome browser. Clicking it will take you to your school reporting portal.