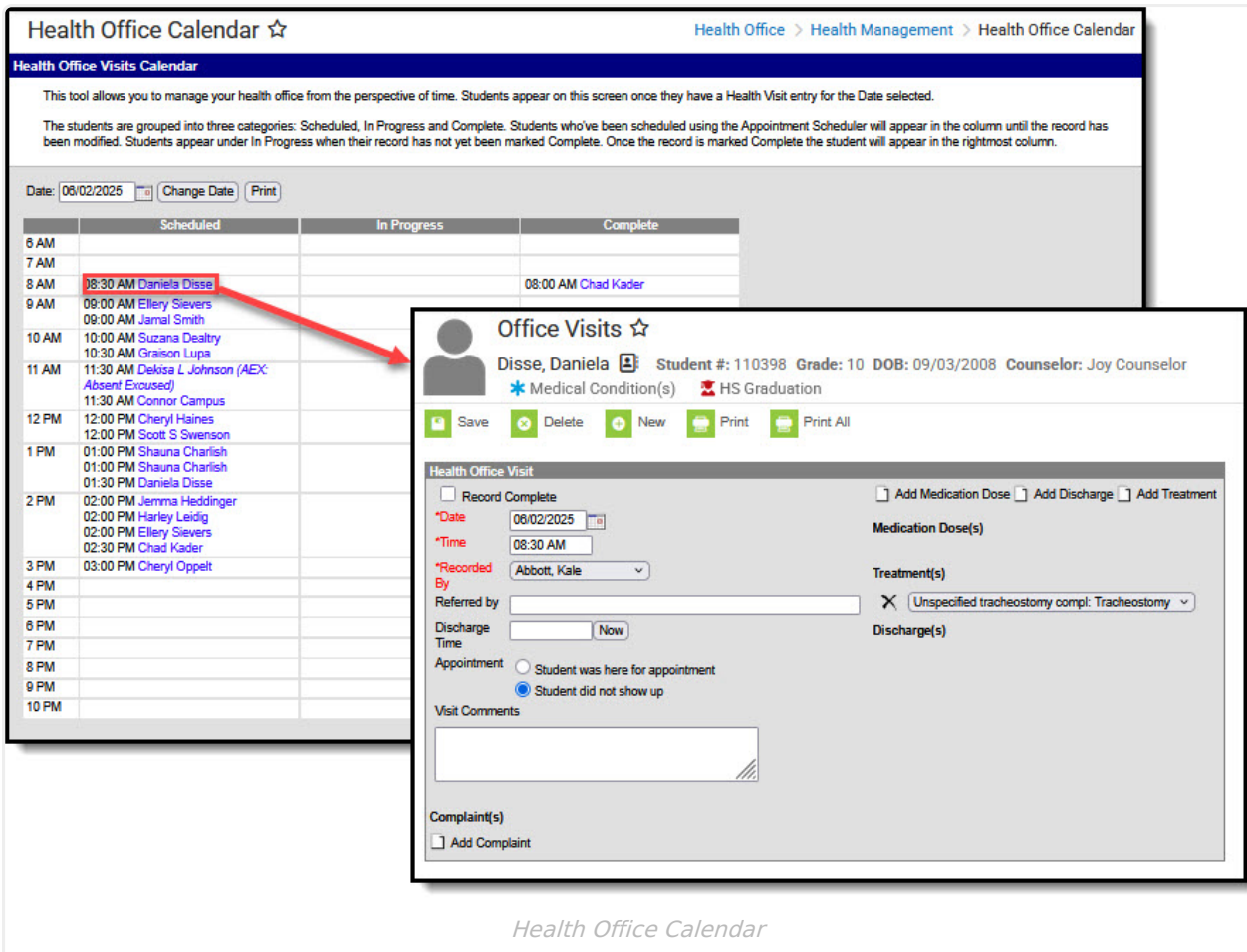


Health Office Calendar Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Health Office Calendar** displays all scheduled and unscheduled visits and any in-progress and completed visits for a specific date. Health office staff select students from the calendar, which links to the **Office Visits** tool where details about a selected student's office visit are entered.

See the [Health Office Calendar](#) article to learn how to use this tool.



The screenshot displays the **Health Office Calendar** interface. At the top, there's a navigation bar with "Health Office > Health Management > Health Office Calendar". Below this, a header section explains the tool's purpose and categorization of visits (Scheduled, In Progress, Complete). A date selector shows "06/02/2025" with "Change Date" and "Print" buttons.

The main calendar view is a grid with time slots from 6 AM to 10 PM. A red arrow points from the "08:30 AM Daniela Disse" entry in the "Scheduled" column to the **Office Visits** form. The form includes student information (Disse, Daniela, Student #: 110398, Grade: 10, DOB: 09/03/2008, Counselor: Joy Counselor) and options to record the visit (Record Complete, Add Medication Dose, Add Discharge, Add Treatment). It also has fields for Date, Time, Recorded By, Referred by, Discharge Time, Appointment status, Visit Comments, and Complaint(s).

Health Office Calendar

Related Tools: Users need rights to related tools in order to record information for students accessed via the Health Office Calendar.

Office Visits: Record details of a selected student's visits to the health office.

Conditions: Record medical conditions and treatments given in school for a selected student. Schedule appointments for student to come to health office to have medical conditions addressed.

Available Tool Rights

R	W	A	D
View Health Office Calendar <i>(Need R rights to Office Visits to navigate to Health Office Visit editor)</i>	N/A	N/A	N/A
Student Information > Health > Office Visits			
View Office Visits.	Record information for existing office visit records (unlocked).	Add new office visit.	Delete office visit (unlocked).

Suggested User Groups

- [Health Office Administrators](#)
- [Health Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.