IOWA | Health and Human Services

Instructions to fill out the spreadsheet to report enrollment of Kindergartners for the 2026-2027 School Year

These instructions will facilitate the 2026-2027 school data entry for the "Mandatory Blood Lead Testing", known as school-lead data match. According to Chapter 67, Iowa Administrative Code 641, schools are required to report the enrollment of children starting kindergarten each school year to the Iowa Department of Health and Human Services (Iowa HHS)

We will continue using secure email from the beginning to the end of the process. This is necessary to protect the confidentiality of your students' information.

To assure success in the submission of your data, please:

a) Do not forward the secure email to another person for data submission. Secure emails are not transferable. Instead, contact Sree Maddali, sree.maddali@dom.iowa.gov, and provide the new email address:
b) Copy the name of the school and school district number from the subject line of the secure email and paste such information in the respective columns of the spreadsheet.
c) Do not use mobile devices such as iPads or phones to submit your data.
d) Do not return your completed data as a PDF document or send it by fax or mail. Send your spreadsheet by secure email.
e) If you do not work in Excel, use other types of spreadsheet formatting, and we will convert it.
f) Do not attach multiple spreadsheets to the same e-mail.

In regard to the Excel sheet, it contains four tabs:

1. Students & school information
2. School's contact person information
3. Example on how to fill out the students & school information
4. Example on how to fill out the school contact person information

Notes:

1. Fill out the first two tabs of the spreadsheet: Students & School Information and School's Contact Person Information.
2. **Do not** add or remove columns to the spreadsheet.
3. Do not add to the spreadsheet the names of the children for whom you received notarized exemption certificates.
4. Do not send copies of the notarized exemption certificates to the Department.
5. Do not send blood-lead test results of your kindergartners to the Department.
6. Use the current Excel spreadsheet "2026-2027_Kindergartendata.xls" as opposed to a previous year's spreadsheet.
7. When you save your spreadsheet, be sure to save it with the file extension of ".xls," which designates the file as an Excel file. When you save the spreadsheet, your computer may ask if

you want to update it to a newer version. Do not do this. The spreadsheet MUST be saved as an .xls (not .xlsx) file, which is the type of Excel file used when the Department sends it to you.

8. Send only one (1) spreadsheet attached to an e-mail. Do NOT send multiple attachments.

When and where to send the spreadsheet?

Send your spreadsheet via **secure email** no later than **Monday, November 9, 2026,** to school.lead@idph.iowa.gov.

Specific Instructions:

First Tab: ***Students and School Information***

Column A, Child's official last name:

Enter the child's legal last name.

- If the child has two last names, use both names separated as they are typically separated for that child. If your records use a hyphen, use a hyphen; if your records use a space, use a space.
- If the last name has a suffix such as Jr., II, etc. Do not add the suffix. For instance, Scott II should be entered simply as Scott.

Column B, Child's official first name:

Enter the legal first name of the child. Do not use diminutives or nicknames. There are no fields for prefixes and middle names, so please do not include them.

Column C, Date of birth (mm/dd/yyyy):

Use the standard format of month/day/year (mm/dd/yyyy). Separate each of these categories with a "/" (slash). Do not use parentheses, hyphens, or any other symbol to separate the numbers.
Note: Single digits do not need the zero in front. For example, 4/9/2021 is acceptable.

Column D, Name of the school:

Enter the name of the school that appears in the subject line of the secure email for every child. Do not abbreviate or change the name. **This must match the Name of the school (column B) of the School's contact person tab.**

Column E, District-School #:

This is the number assigned to the child's school district and school building by the Department of Education. This number (#) must appear for every child. **Copy and paste the child's school district and school building # provided in the subject line of the secure email**. **This must match the District-School # (column C) of the School's contact person tab.**

Column F, Child's City:

This is the city where the child lives. This information must appear for every child.

Column G, Child's County:

This is the county name where the child lives. This information must appear for every child.

IMPORTANT: *If you report the data for more than one school, you can enter the list of children for the second school in the same form, immediately below the row of the first school. DO NOT leave spaces between rows and columns. Added spaces will create an error when the form is processed.*

Second Tab: ***School's Contact Person Information***

Enter the school's contact person information per elementary school only once. If the contact person information is the same for two or more elementary schools, this information is still required and should be entered on one line for every elementary school. For example, there should be three rows entered for the same person if that person is the contact for three different schools.

Column A, First and last name of the school's contact person:

Use first and last name of the contact person of the school separated by a single space. Do not include any position, title, rank or grade earned.

Column B, Name of the school:

Enter the name of the school that appears in the subject line of the secure email for every child. Do not abbreviate or change the name. **This must match the Name of the school (column D) of the Student tab.**

Column C, District-School #:

This is the number assigned to the child's school district and school building by the Department of Education. This number (#) must appear for every child. **Copy and paste the child's school district and school building # provided in the subject line of the secure email**. **This must match the District-School # (column E) of the Students tab.**

Column D, Email address:

Enter the work email address for the school's contact person. Be sure to provide a correct address as this will be the primary means to communicate with your school. The school person should be able to receive the Health Department request and the results of the matching process.

Column E, Phone number:

Enter the 10 digits of the phone number and separate each of the segments with hyphens: 515-300-8115. If needed, add the extension number at the end by leaving a single space between the number and the extension by using a lowercase "x" plus the extension number. For instance, 712-456-7890 x5

Important: *If you work at more than one school and have a different email for each school, please provide your email address for each school. Also, if other people in your school need to be involved with this communication, add their complete contact information in this second tab on a separate row.*

Third and Fourth Tabs:

The third and fourth tabs show examples of how to enter the data for the students & school information, and the school's contact person. *Do not enter your data in these tabs.*

Department Contact Information:
Feel free to contact us at the following phone numbers and/or emails:

- Amanda Beckett
- (515) 672-5215
- **Email:** amanda.beckett@hhs.iowa.gov
- **Website:** https://hhs.iowa.gov/programs/programs-and-services/childhood-lead-poisoning-prevention-program/blood-lead-testing-providersschools#school-information