

How to Use the K-12 School COVID-19 Reporting Portal (K12RP)

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You can get this document in other languages, large print, braille, or a format you prefer. Contact the Coronavirus Response and Recovery Unit (CRRU) at 503-979-3377 or email CRRU@odhsoha.oregon.gov. We accept all relay calls, or you can dial 711.

How to Use the K-12 School COVID-19 Reporting Portal (K12RP)

To enroll in K-12 School COVID-19 reporting, go to [COVID-19 Testing in K-12 Schools](#)
Other methods to report COVID-19 cases are located here: [The Oregon ELR Project](#)

School Submitter Information

1. Select the **School's County**
2. Select the **School's District**
3. Select the **School's Name**

School Submitter Information (continued)

1. Enter in Submitter's **First Name**
2. Enter in Submitter's **Last Name**
3. Enter in Submitter's **Email Address**
4. Enter in Submitter's **Phone**

Oregon K-12 School COVID-19 Reporting Portal

Intentionally reporting false or misleading information to OHA may result in civil penalties.

All Fields Required

School Submitter Information

For Sports Teams, select "Other" School District

Choose School County

Choose School District

Choose School

School Submitter Information

First Name

Last Name

Email Address

Phone

Student/Staff Information

Student/Staff First Name

Student/Staff Last Name

Date Of Birth

Sex Male Female Declined

Address

City

State ZIP Code

County

Phone

Testing Details

BinaxNOW Result Positive Negative

Specimen Collection Date

Has the patient already been notified of the lab result? Yes No Unknown

Reason for Testing: Has Symptoms Has Been Exposed Other

Student/Staff Information

1. Enter in Student/Staff's **First Name**
2. Enter in Student/Staff's **Last Name**
3. Enter in Student/Staff's **Date Of Birth**
NOTE: The **Date Of Birth** must be in **MM/DD/YYYY** format.
4. Select the Student/Staff's **Sex**
5. Enter in Student/Staff's **Address, City, State, ZIP Code, and County**
6. Enter in Student/Staff's **Phone**

The screenshot shows the Oregon K-12 School COVID-19 Reporting Portal. At the top, it says 'Oregon K-12 School COVID-19 Reporting Portal' and 'Intentionally reporting false or misleading information to OHA may result in civil penalties. All Fields Required'. The form is divided into two main sections: 'School Submitter Information' and 'Student/Staff Information'. The 'School Submitter Information' section includes fields for First Name, Last Name, Email Address, and Phone. The 'Student/Staff Information' section includes fields for Student/Staff First Name, Student/Staff Last Name, Date Of Birth, Sex (Male, Female, Declined), Address, City, State, ZIP Code, County, and Phone. There is also a 'Testing Details' section with fields for BinaxNOW Result, Specimen Collection Date, and Reason for Testing. A 'Submit' button is located at the bottom right of the form.

Testing Details

1. Select the **BinaxNOW Result**
NOTE: OHA requires all positive COVID-19 test results to be reported daily.
2. Enter in **Specimen Collection Date**
3. Select whether the Student/Staff has already been notified of the lab result
4. Select the **Reason for Testing**
5. Review all information from all sections and confirm the information is correct and accurate
NOTE: Once you click on **Submit**, you will not be able to edit your submission. Please review your submission first.
6. Click on **Submit**

Oregon K-12 School COVID-19 Reporting Portal

Intentionally reporting false or misleading information to OHA may result in civil penalties.
All Fields Required

School Submitter Information
For Sports Teams, select "Other" School District

Choose School County
Multnomah

Choose School District
Other

Choose School
Example School

School Submitter Information

First Name Example First Name

Last Name Example Last Name

Email Address Example@email.com

Phone 503-000-0000

Student/Staff Information

Student/Staff First Name Example First Name

Student/Staff Last Name Example Last Name

Date Of Birth 10/20/2005

Sex Male Female Declined

Address 800 NE Oregon St

City Portland

State OR ZIP Code 97232

County Multnomah

Phone 503-000-0001

Testing Details

BinaxNOW Result Positive Negative

Specimen Collection Date 1/12/2022

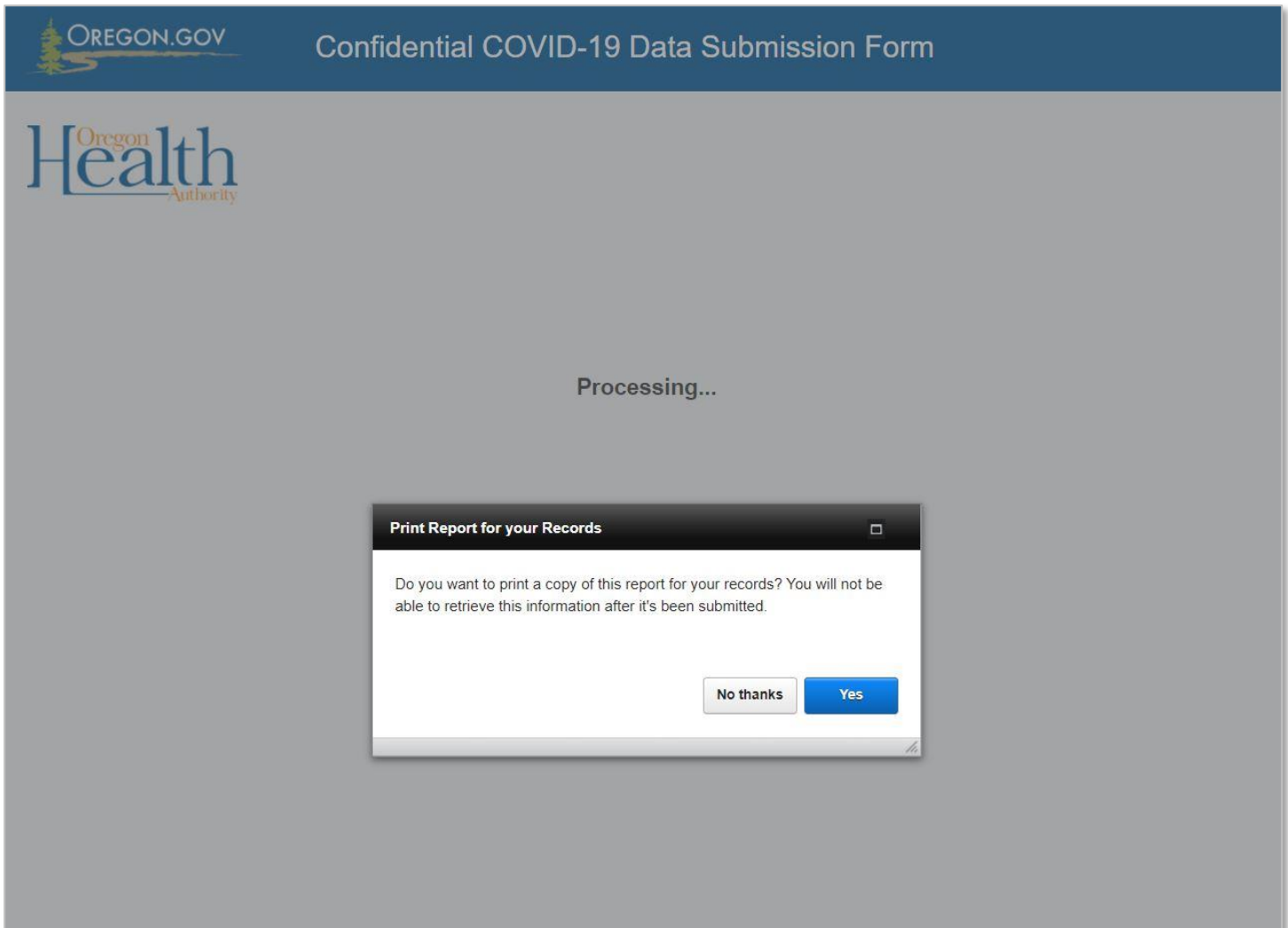
Has the patient already been notified of the lab result? Yes No Unknown

Reason for Testing: Has Symptoms Has Been Exposed Other

Submit

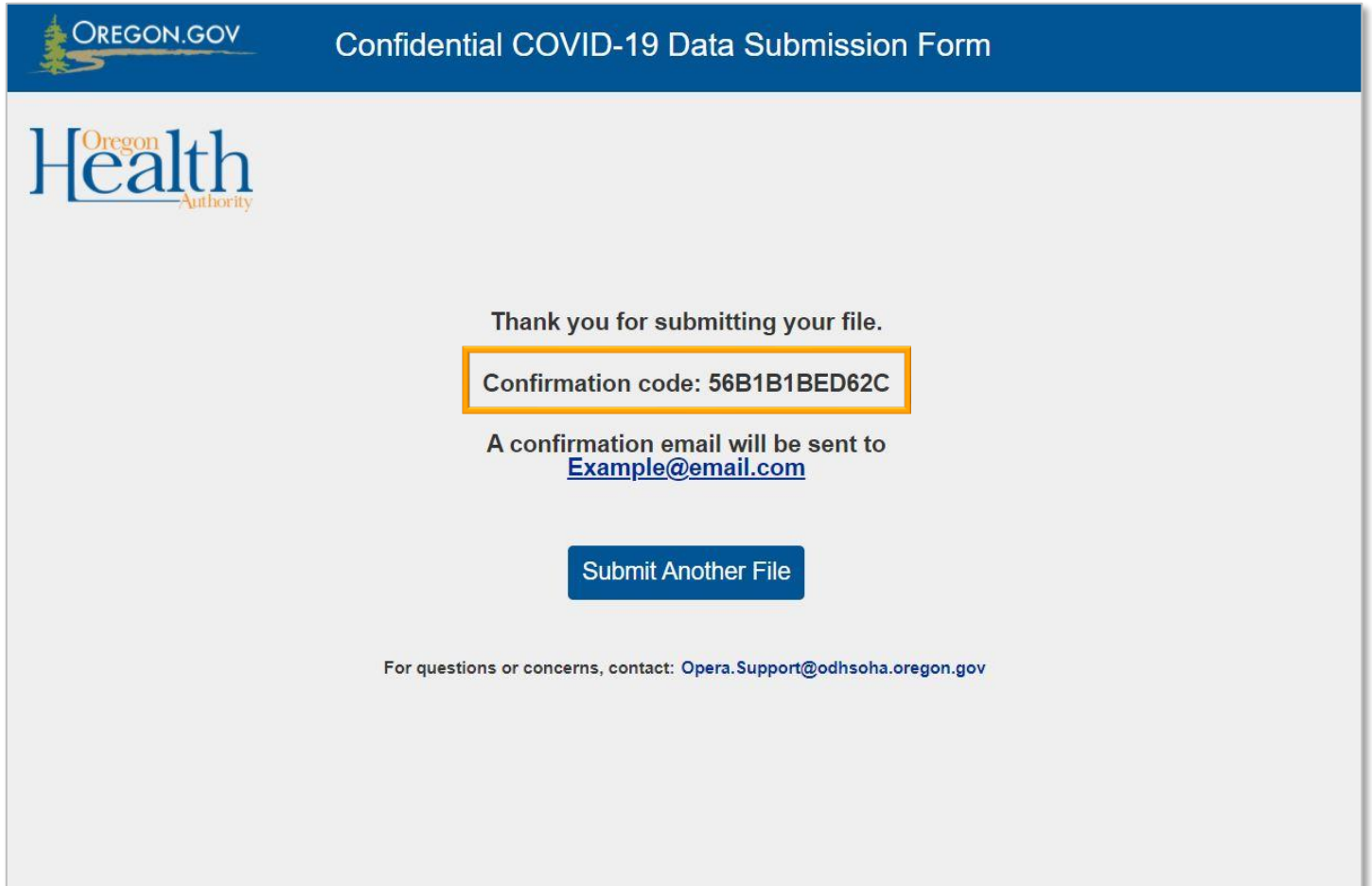
Printing the Report for Your Records

1. To print the report for your records, click **Yes** in the popup box
2. Once you have printed the report, click **Done**
3. To exit or submit another report, click **No thanks**



Submitting Another File / Confirmation Code

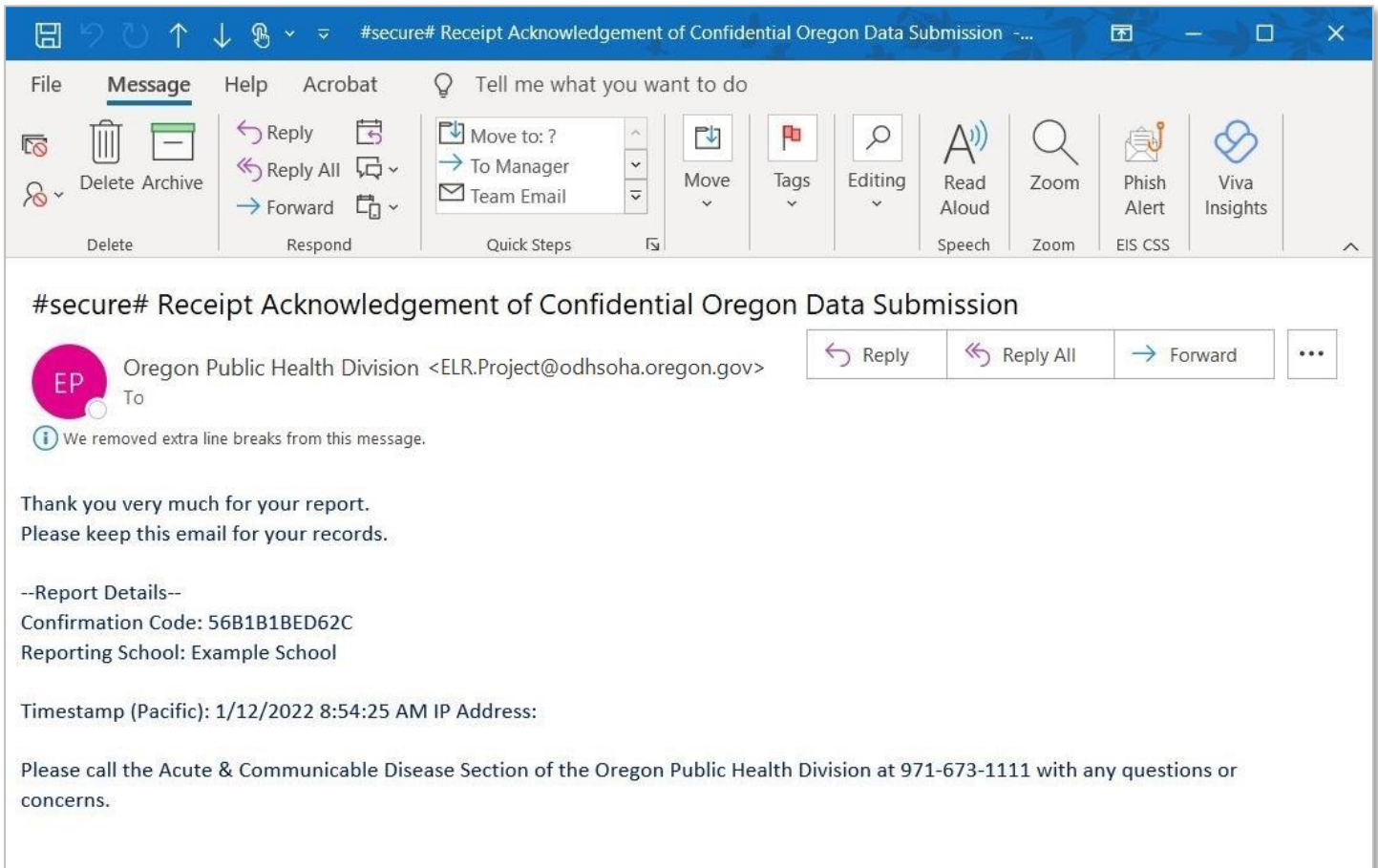
1. Keep track of the **Confirmation code**
NOTE: For assistance with your submission, you will need this confirmation code.
2. To submit another file, click on **Submit Another File**
3. To exit, close your browser
4. Thank you!



The screenshot shows a confirmation page for the 'Confidential COVID-19 Data Submission Form'. At the top left is the 'OREGON.GOV' logo. The page title is 'Confidential COVID-19 Data Submission Form'. Below the title is the 'Oregon Health Authority' logo. The main content area contains the following text: 'Thank you for submitting your file.', 'Confirmation code: 56B1B1BED62C' (highlighted with an orange border), and 'A confirmation email will be sent to Example@email.com'. Below this is a blue button labeled 'Submit Another File'. At the bottom, it says 'For questions or concerns, contact: Opera.Support@odhsoha.oregon.gov'.


Email Notification


- Once you have submitted a report, you will receive a secure email with the subject: **#secure# Receipt Acknowledgement of Confidential Oregon Data Submission**
- This email is automatically sent from ELR.Project@odhsoha.oregon.gov after each submission.
- If you have trouble opening this secure email, please contact Opera.Support@odhsoha.oregon.gov



The screenshot shows an email client window with the subject line "#secure# Receipt Acknowledgement of Confidential Oregon Data Submission". The interface includes a ribbon with tabs for File, Message, Help, and Acrobat. The Message tab is active, showing options like Delete, Archive, Reply, Reply All, Forward, Move, Tags, Editing, Read Aloud, Zoom, Phish Alert, and Viva Insights. The email content is as follows:

#secure# Receipt Acknowledgement of Confidential Oregon Data Submission

 Oregon Public Health Division <ELR.Project@odhsoha.oregon.gov>
To

 We removed extra line breaks from this message.

Thank you very much for your report.
Please keep this email for your records.

--Report Details--
Confirmation Code: 56B1B1BED62C
Reporting School: Example School

Timestamp (Pacific): 1/12/2022 8:54:25 AM IP Address:

Please call the Acute & Communicable Disease Section of the Oregon Public Health Division at 971-673-1111 with any questions or concerns.

Other Questions?

For any technical assistance, please contact Opera.Support@odhsoha.oregon.gov.

Please include the confirmation code of the submission (you can find this code in the secure email that was sent to you after your K12RP submission).

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