Dear Families:

While I know that fall may seem a long way off, in thinking about next school year, I wanted to remind you about the school health requirements now.

All health forms must be completed and signed within Magnus, our online school health portal. The information can be uploaded from a phone, tablet, or laptop, via Magnus. If using a phone or tablet, you can simply click on “Take a picture” and upload the picture of your document. Some of the forms are a simple electronically signed document. As this system is child centric, it will be necessary to repeat the login process for each of your children.

All health requirements must be completed by **August 1**. Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school. You will receive weekly reminders from Magnus as long as there are outstanding items in your account. **No students will be permitted to participate in school sports or go on school trips until their health requirements are complete.**

You may want to watch the tutorial on the Magnus website before you begin to refresh your memory on how to navigate the site.


**To access your Magnus Health Account:**

This is a single sign on process, which means that you will only need your Connect user ID and password. Once you are logged into Connect, you simply click on “Resources” and then the orange “Magnus Health SMR” button, and you will be logged into Magnus from there.

Here is a checklist of information and documents that must be completed in Magnus:

- **Student Health Record (data)** – please review and revise the information you provided in past years to ensure that it is up-to-date and accurate. This section includes updating your child’s emergency contacts, please make sure that all phone numbers and associations are current.
- **Parent Consent to Treat and Consent for Communication** – electronic signatures required annually
- **Parent Over-The-Counter Permission** – electronic signature required annually
- **Immunization Form** – required if your child has received any vaccines since your last update. An up-to-date immunization record is required to attend LREI. Please see attached DOH immunization requirements.
- **Physical Form** – CH-205 or equivalent. Physicals are due one year from the date of the physical exam completion (example: Your child’s physical was completed on 8/12/2018, you need to upload a new physical on 8/12/2019).
- **Athletic Participation Form** - required only if your child will be playing a sport
- **Prescription Medication Form** - required annually if applicable
- **Asthma Action Plan Form** - required annually if applicable
- **Food Allergy Action Plan Form** - required annually if applicable
- **Diabetes Action Plan Form** - required annually if applicable
- **Seizure Action Plan Form** - required annually if applicable
• **Permission Forms for any upcoming Trips** – only available through Magnus for High School Students. Lower and Middle School trip forms will be completed separately, with information to follow from each child’s specific division.

Please plan to complete Magnus forms for each enrolled child by (August 1st, 2019). We encourage you to complete these requirements before the end of the school year!

**Questions or Problems?**

If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy coversheets and forms, or if you have any other questions, please contact customer support at Magnus Health SMR by phone at 877.461.6831 or by email at service@magnushealthportal.com.

If you find that you are having technical difficulties, check the encryption update tester: http://testtls.mymagnus.com/ and please use the following url: https://secure.magnushealthportal.com/public/version.jsp and send the resulting information to Magnus Help Desk.


The LREI helpdesk is available via email at helpdesk@lrei.org.

Sincerely,

The LREI Nurses,

Lower and Middle School Nurse: Ava Dawson, MS, RN, CPNP-PC adawson@lrei.org

High School Nurses: Joanne MacDonald, RN jmacdonald@lrei.org

Linda Perlmutter, RN lperlmutter@lrei.org