



# DE SMET JESUIT

Dear Parents,

Congratulations and welcome to De Smet Jesuit! This letter explains our procedures for your student's medical records, which we collect and store in an online management system called Magnus Health SMR (Student Medical Records). There are many benefits to this process, including less paperwork for parents to complete each year. Last year we introduced this process with great success. As this is a web-based system, you will have continuous access to your child's health record as well as the ability to make updates when needed. You will also have the option to access the account after your child graduates.

### To access your Magnus Health SMR account

In the weeks to come you will receive an email with details about how to access your Magnus account as well as your username and password. For now, we recommend you schedule your son's physical. If you do not receive Magnus account information by May 31, please contact the main office. All student health information must be completed in your Magnus account no later than July 20.

**ALL STUDENT MEDICAL INFORMATION MUST BE COMPLETED IN MAGNUS ACCOUNT BY JULY 20, 2018.**

### Magnus Account/Medical Records Timeline

April – May	<ul style="list-style-type: none"> <li>Expect email with Magnus account login information</li> <li>Schedule physical for student to be completed before July 20</li> </ul>
June	<ul style="list-style-type: none"> <li>Access Magnus account (details will arrive via email), enter data and upload forms</li> </ul>
July	<ul style="list-style-type: none"> <li>Thursday, July 12: Stay tuned for details on optional day to visit campus if you need access to or assistance with computers to complete Magnus account, purchase books online, or other requirements</li> <li>Friday, July 20: Medical records due in Magnus account</li> </ul>
August	<ul style="list-style-type: none"> <li>Monday, August 6: First day of fall sports, students with incomplete Magnus accounts will not be allowed to participate</li> <li>Monday, August 6: Laptop Pick-up Night, all parents will need to attend informational meeting; students with incomplete Magnus accounts will not be allowed to take home laptop</li> </ul>

Timely submission of health information and forms is vital so that preparations can be made prior to the first day of school. You will receive weekly reminders as long as there are outstanding items in your account. Please reserve approximately 20 to 30 minutes per child. The good news is that you will not have to repeat all this work next year: the data is securely stored, so going forward you will simply provide updates to the record as needed.

### Which forms do I need to submit? How do I submit documents?

Please see the accompanying Required Medical Forms checklist for a list of required student forms. Some information will be submitted via data you provide in the online form or with an electronic signature. Some information will need to be printed, signed by another person, and/or submitted separately. The directions for each form will be included in your Magnus account. Should you choose to submit forms via mail or fax, you will be prompted to print a unique coversheet for each document for your student. Submission information for Magnus is listed at the bottom of the checklist page. (If you are unable to use any of these methods you may turn paper copies into the main office, but please allow an extra week for processing.)

### Questions or problems?

with Magnus, entering data, downloading forms	Magnus Customer Support	877-461-6831	<a href="mailto:service@magnushealthportal.com">service@magnushealthportal.com</a>
regarding school deadlines	Main Office: Carrie Becher	314-567-3500	<a href="mailto:cbecher@desmet.org">cbecher@desmet.org</a>

As a best practice, we suggest that you keep copies of all documents for your own files. Thank you for your cooperation. We look forward to an exciting year with you and your son.

Sincerely,

Kevin Poelker, Principal