



CARROLLWOOD DAY SCHOOL

Dear Parents,

Carrollwood Day School partners with Magnus Health to collect and securely store your student's health and medical information as well as required school forms for the upcoming school year. Parents can use the Magnus web portal or the Magnus Mobile App to complete all requirements, fill in student health data, and upload forms. With the app you can receive app notifications from the school regarding your students all on your phone! See the attached flyer for more information and instructions on how to set up the app on your phone.

Video Tutorial: <https://magnushealthportal.wistia.com/medias/ca5sa2mjga>

Once Magnus is open for the 2022-2023 school year (approximately July 25, 2022), you will begin to receive reminder notifications from Magnus Health alerting you that you must take action with your online Student Medical Record (SMR). These reminder notifications will list any incomplete requirements as well as any existing requirements that will expire and need to be updated.

We ask that you enter the health information required within your Magnus Health SMR account for each child attending Carrollwood Day School **no later than Monday, August 8, 2022**. Timely submission of health information and other forms is vital to be in compliance with Florida laws and to assure teachers and administrators are fully prepared for your child's first day of school.

Simply login to your SMR and you will find items marked with a "To Do" flag if you need to take action:

- 1) Information saved from last year will be displayed.
 - **Vital Health Record** – You will need to review each section to update where necessary and save. Your information entered last year will be visible. If no changes are needed, or after changes are made, you must save each section to complete the requirement and submit for approval.

Please note: Changes to student's personal or emergency contact information (including parent/guardian information) will need to be made in My BackPack. These changes will automatically update to Magnus Health overnight.

- 2) **OPTIONAL** "Yes/No" COVID-19 vaccination question: *Would you like to upload your child's COVID-19 Vaccination Record Card into their Magnus health record to help CDS navigate questions of quarantine and health and safety this year?* In accordance with current CDC guidelines, individuals who are fully vaccinated against COVID-19 are exempt from having to quarantine following a known exposure if asymptomatic.

Instructions on how to upload the COVID-19 Vaccination Record Card using both the mobile app and the Magnus website are attached to this letter.

- 3) Athletic Forms (if applicable)
If your child is in grade 6 – 12 and plans to participate in interscholastic athletics, check <https://www.cdspatriots.org/athletics/forms> for all required forms. In addition, students are required to watch four video trainings: *Concussion in Sports*, *Concussion for Students*, *Sudden Cardiac Arrest*, and *Heat Illness Prevention* and upload to Magnus Health completion certificates for each.

- 4) Digital Authorization of Forms (if applicable)
Some requirements only need to be reauthorized for the upcoming school year. Magnus Health allows you to digitally sign the form online if no changes are needed. You will be prompted to reauthorize these forms by clicking “yes”. However, if you determine the forms are no longer valid and/or need to make changes, you must print and physically sign a new form. The new form should be scanned and uploaded directly to the account. (You can also upload a photo of the document taken with your phone.)
- 5) Information that must be renewed every year.
- **Annual Doctors Forms** – You must print these forms and take them to your doctor for signature, and then submit the forms back to Magnus Health. These forms may include physicals for athletes in grades 4 - 12, medications, allergy action plans, and more.
 - **Please note:** The Over-the-Counter Medication Form must be downloaded and **signed by the physician and parent each year.**
 - **Electronically signed documents** – You will need to sign these documents each year. Good news...no printing!
 - **Action Plans** – We know that there are many students that do not need prescription medication or suffer from asthma, food allergies, diabetes or seizure disorders. Please make sure to answer “No” to those requirements. Again...good news, no printing!

To access your Magnus Health SMR Account:

- You will use the same user name and password as your “My BackPack” account to log in to your Magnus Health account.
- Here is the link to login to Magnus Health:
<https://secure.magnushealthportal.com/sslogin/login.jsf?schoolID=452635>
- You can also visit the school website and click on the Magnus Health link under “Patriot Nation” (Parent Section) at the top of each page on the website.

Helpful Reminders:

- **Uploading forms:** You can upload multiple pages to Magnus Health. You can use your phone to take a photo of your document to upload from the Magnus Health PHR Mobile app on your smartphone

Questions or Problems?

- **Accessing Magnus Health:** If you are having difficulty logging in to your child’s Magnus Health SMR account, please contact Cayce French (cfrench@cdspatriots.org).
- **Health Information:** Please contact our school nurse, Jacqueline Silvers, RN (nurse@cdspatriots.org)
- **Athletic Forms:** Please contact Jill Bondurant (jbondurant@cdspatriots.org)

When you begin receiving emails from Magnus Health, don’t delay! Simply log on and complete the information required. All student records must be updated by **Monday, August 8, 2022. In accordance with Florida state laws, students cannot be allowed to attend classes on campus if all required forms have not been updated or submitted.**

Sincerely,
Carrollwood Day School Administration and Jacqueline Silvers, CDS School Nurse