ACADEMY OF THE SACRED HEART

OUR GIRLS CHANGE THE WORLD

January 21, 2026

Dear Parents,

Welcome to Sacred Heart! To help us securely manage student health information, we use an electronic student health record, Magnus Health. Once our systems transition to next school year, you will begin receiving weekly email reminders from Magnus outlining any outstanding forms or documents that need to be completed. These reminders will automatically stop once all requirements have been fulfilled.

Once we are officially in the 2026–2027 school year, you will be able to log in to your Magnus Health account using your single sign-on at **ashrosary.myschoolapp.com**. After logging in, you will see a personalized "To-Do" list with all required forms and tasks for your child.

Required Items to Complete:

1. Vital Health Record
This section includes general health history and emergency contact information. You will need to complete, and then next year just review each section and update where necessary. After completing, please click **"Save"**, then **"Submit for Approval."**

2. Birth Certificate
A one-time requirement for all students: upload a copy of your child's birth certificate to Magnus.

3. Electronically Signed Documents
Each year, you'll be asked to electronically sign certain documents. No printing required, just follow the prompts on screen. (Permission to Treat Form & Over-the-Counter Medication Form.)

4. Physician Physical Form
Download this form from Magnus, have your child's physician complete and sign, then upload the completed forms back into Magnus.

Physicals are required for the following students:

- New students
- ASHFIN students

- Students entering: 1-year-olds, 2-year-olds, 3-year-olds, Pre-K, 1st, 5th, and 9th grades
- Student athletes (*require a separate LHSAA Physical Form*)

5. Other Physician-Signed Forms
These include:

- Immunization Records
- Medication Authorization Forms
- Emergency Action Plans (EAPs)

If your child requires an EAP or medication while at school, select "Yes", download and print the form, have your physician complete it, then upload the signed form back into Magnus.
If your child does not require prescription medication or does not have asthma, food allergies, diabetes, or seizures, you may answer "No" to the EAP questions.

Submitting Forms:

You can upload documents by taking a photo on your smartphone and uploading or scanning them from your computer.
Please do not submit forms directly to school, hand-delivered forms cannot be accepted over the summer.
If you have trouble uploading documents, please email me at **mmatrana@ashrosary.org**.

For help navigating the system, managing your "To-Do" list, or uploading forms, assistance is available at **Magnus Health Support** (**Phone: 1-877-461-6831 or Email: service@magnushealthportal.com**).
If you have school-specific questions, you can contact me directly at **mmatrana@ashrosary.org**

We know there are several requirements to complete, so we share this information with you now to give you time to begin gathering the necessary materials, even though you won't be able to complete everything until your account is set up. Thank you in advance for taking care of these important steps when the time comes

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(usually mid July). We're looking forward to a wonderful school year and are here to support you in any way we can.

Sincerely,
Nurse Mindy

Mindy D. Matrana, RN
Academy of the Sacred Heart
School Nurse
mmatrana@ashrosary.org