



Important Information About Student Medical Records

For the 2017-2018 school year, the Academy of the Sacred Heart will be shifting all student medical information to an online database. There are many benefits to this change, including less paperwork for parents to complete each year and having more accurate information that is accessible to parents and the appropriate employees at our school. The management system we have adopted is called **Magnus Health SMR** (Student Medical Record). 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 now have access to your Magnus Health SMR account through ASHMI.ORG's Parent Portal. You will access the account via the button titled "Magnus Health Portal." We ask that you enter the health information required within your Magnus Health SMR account for each child attending the school **no later than 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 periodic reminders as long as there are outstanding items in your account. Please reserve 20-30 minutes per child, depending on particular circumstances. The good news is that you will not have to repeat this work next year; the data is securely stored, so going forward, you will simply provide updates to the record as needed.

To Access your Magnus Health SMR Account:

Effective immediately, you can access your child(ren)'s Magnus Health SMR account(s) via the Parent Portal (www.ashmi.org/parentportal). You will not need a new username and password to access Magnus Health. You will simply use your existing Parent Portal credentials. If you need help with your credentials, the parent portal lists both a school email and phone number to use.

Questions or Problems?

If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy cover sheets 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.