

Dear Swain families,

For the 2018-2019 school year, we will be shifting all student forms to an online database. There are many benefits to this change including less paperwork for you to complete each year and having more accurate information that is accessible to families and the appropriate employees at our school.

The management system we have adopted is called Magnus, a web-based system, so you will have continuous access to your child's 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.

You can access your Magnus account through the Swain website at swain.org/families. You will connect to the account via the "My Backpack" link. In the upper right corner of the page; look for the button titled "Magnus Portal." You will use your current login and password for "My Backpack." **All forms are due by August 1.**

If you are new to Swain, "My Backpack" is your portal to access important school documents, forms, report cards and records. You will receive an email with information about accessing the system for the first time in the coming days from Joe Reger, Director of Technology.

Please enter your biographical information into the system, including signatures. When your child's health, technology, and sports participation forms are complete you will upload them directly to Magnus. (For forms requiring a health care provider's signature, you will complete the form, print it out, give it to the health care provider to sign, and upload a photo of it directly to Magnus.) **You will no longer submit any paper forms to Swain.**

Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school. If you have not submitted a form by the deadline, you will receive weekly reminders directly from Magnus. Please reserve 20 to 30 minutes per child to complete these forms. 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.

Questions or Problems? If you are having difficulty navigating the Magnus system, entering data online, or downloading the hard copy cover sheets and forms, or if you have any other questions, please contact our Main Office. You can make an appointment to receive support.

Thank you for your patience and for your participation as we launch this program this year. Please stay tuned for more details over the spring and summer.

Sincerely,

Raina Pletcher

Database Manager