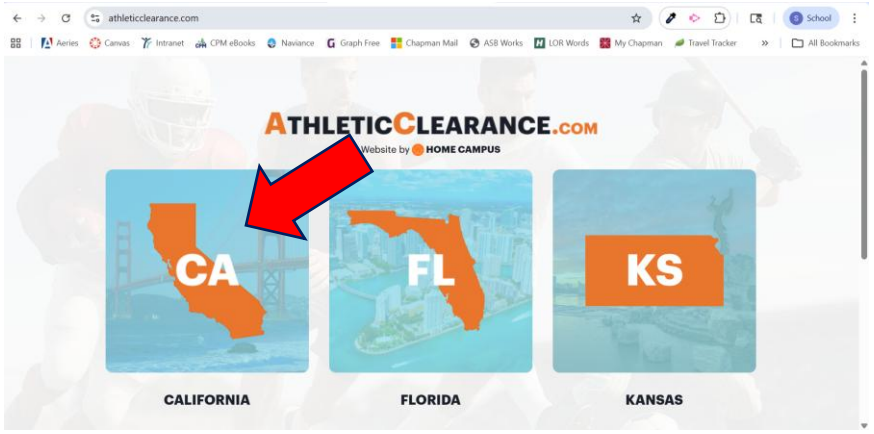
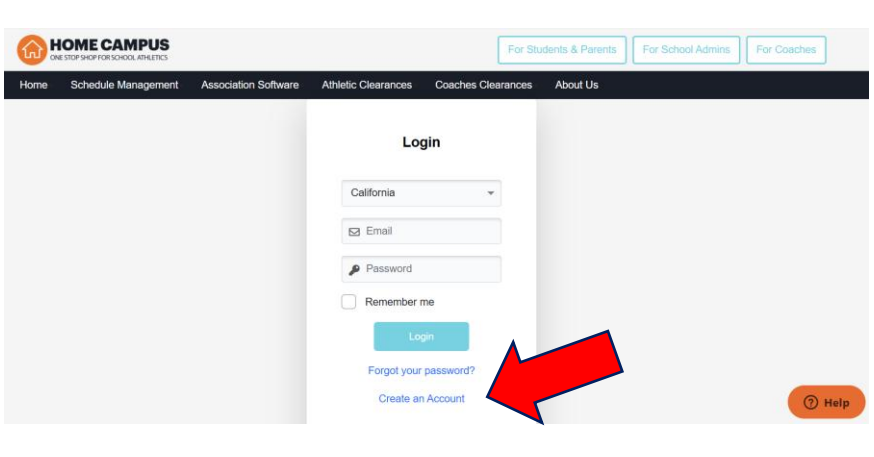
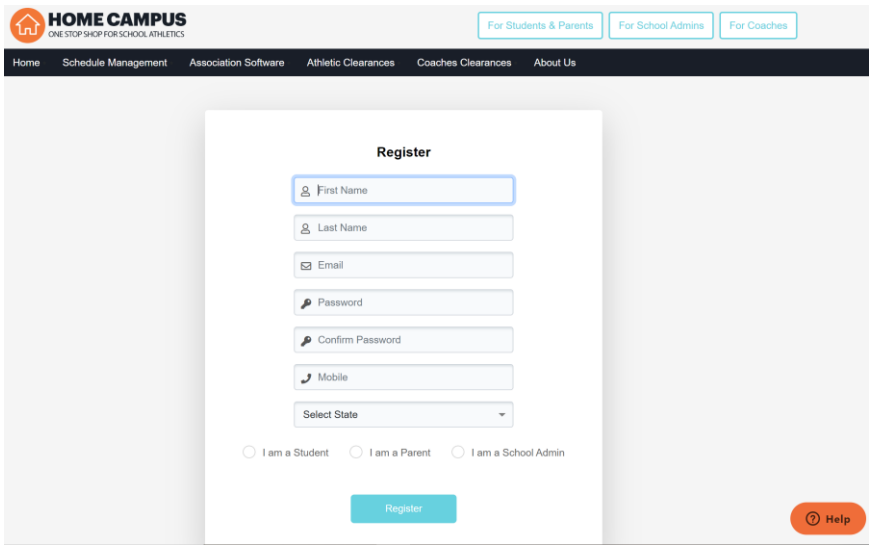




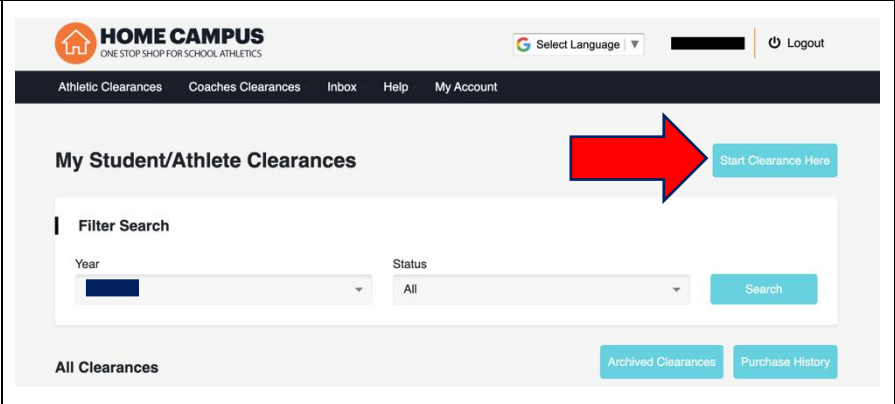
# Athletic Clearance Instructions New Student-Athletes



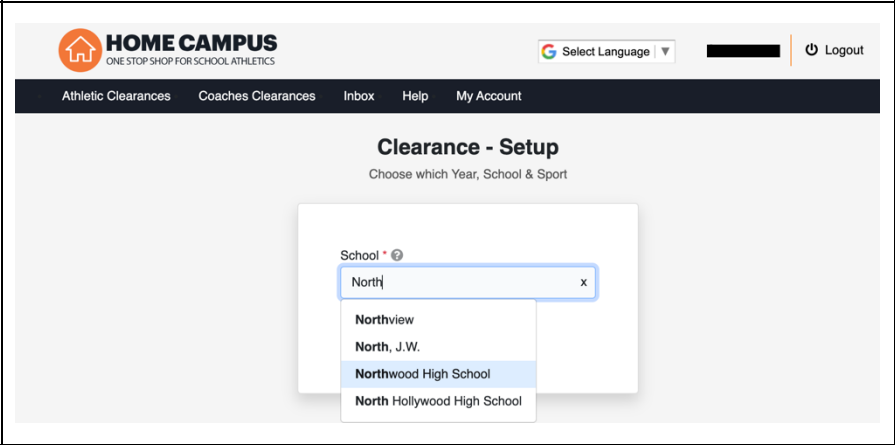
Step	Directions	Screenshot
1.	<p>Visit <a href="http://www.athleticclearance.com">www.athleticclearance.com</a> and click on "CA"</p>	
2.	<p>If this is your first athlete at Northwood, click on "Create an Account". If you are a returning parent, log in to your existing account and skip ahead to Step 6.</p>	
3.	<p>Provide the following information to create an account. Be sure to provide a valid email address and password because you will have to verify your email address before you can begin any clearance. Once you click the bubble for either being a student or a parent, click "Register".</p>	
4.	<p>Once you create an account you will verify your account by checking your email and clicking on the link provided in your email. If the email doesn't show up in your inbox, check your junk or spam folders.</p>	

5. After you click on the link contained in your email, you will be able to start the clearance process. Go to [www.athleticclearance.com](http://www.athleticclearance.com) and log in to your account with your email (username) and password.

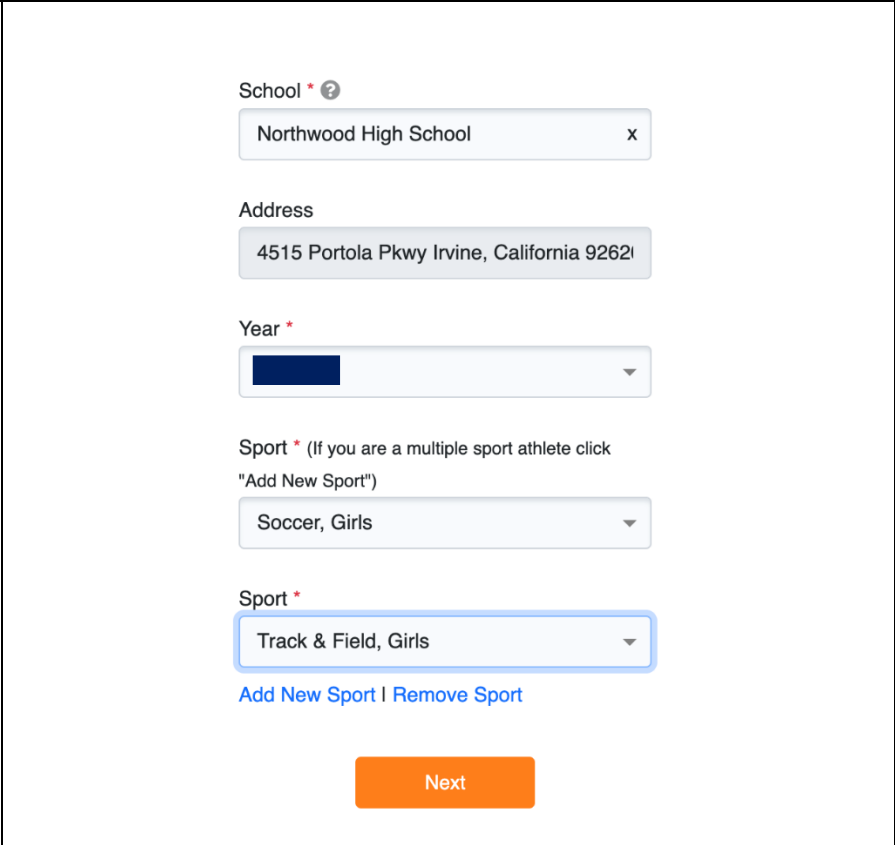
6. Click "Start Clearance Here" in the upper right corner

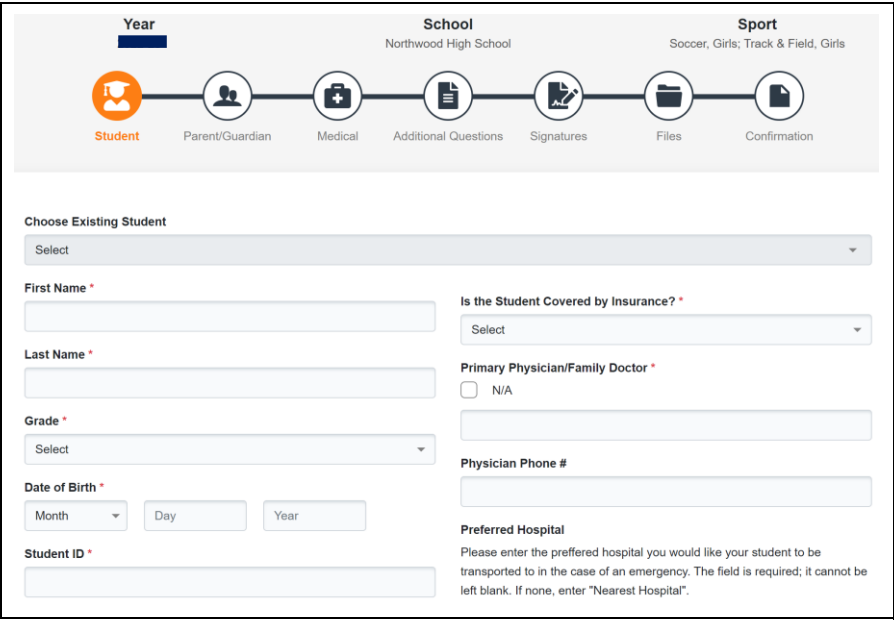


7. Under "School" start typing "Northwood High School". Once Northwood appears, click on it. The address should auto-fill.



8. Click the school year. Then add the sport that your student plans to participate in. If your student plans to participate in multiple sports, click "Add New Sport" and continue to add the sports that your student will participate in. Once completed, click "Next."



<p>9.</p>	<p>Enter in the information about your student. Once the information is completed, choose "Save and Continue".</p>	
<p>10.</p>	<p>Next you will complete the parent/legal guardian information. If only one parent/guardian, then click the orange swiper next to "Parent/Guardian #2" to turn it off. Please note that the emergency contact information must be someone other than a parent. This is who we will call in the case of an injury if we cannot get ahold of either parent. Once completed, click "Save and Continue".</p>	
<p>11.</p>	<p>The next two pages are "offer" questions asking if your student wants to compete at the next level or if you want to hire an NCAA athlete mentor. Choose yes or no for both. Your answer has no relationship to the school or with your student's athletic clearance. Northwood will not be notified of your answer.</p>	
<p>12.</p>	<p>The next step is filling out the medical history section by answering "yes" or "no" to the conditions that apply. If "yes", you may be prompted to provide additional explanations. At the bottom of this page you can download a <a href="#">blank physical form</a> that must be completed by a healthcare provider if you do not already have one. Click "Save and Continue".</p>	
<p>13.</p>	<p>The next section is to confirm what school you went to last school year. This will let us know if you are a transfer student or not. Please answer the question and then click "Save and Continue".</p>	

14. Next is the signatures section. In this section both the parent/guardian and the student will need to read the form(s) provided and type in their name on the line requesting an online signature indicating that you have read, understood, and will adhere to the corresponding text. Your signature is case sensitive and must be an exact match to the information that was entered on the Student and Parent Information Page (first and last name) or you will not be able to continue past this page. Once you have completed the signatures, click "Save and Continue".

15. The physical form must be filled-out and stamped by the healthcare provider who is conducting the physical. Physical forms are valid for 1 full year from the date of the exam. Once completed, scan the physical form and upload it to the account.

Click the box with the cloud to upload your completed physical under "Physical Form". If you need to add more than one file, you can click the box again to add another file once one is uploaded.

Under "Proof of Insurance" you must upload a photo of your medical insurance card. All student-athletes need to have proof of insurance in order to be cleared for athletics.

Then click "Submit Completed Application".

### Files

Please upload the required forms for [redacted]. The following 3 forms need to be uploaded to their account:

- Up-to-date and completed physical form by a healthcare provider
- Photo of medical insurance card
- Signed confirmation page

Please note that physicals expire 1 year from the date signed by the healthcare provider.

Physical Form \* ([Download File](#)) ←

Drop file here or [click to upload](#)

[Choose Existing file](#)

Proof of Insurance \* ←

Drop file here or [click to upload](#)

[Choose Existing file](#)

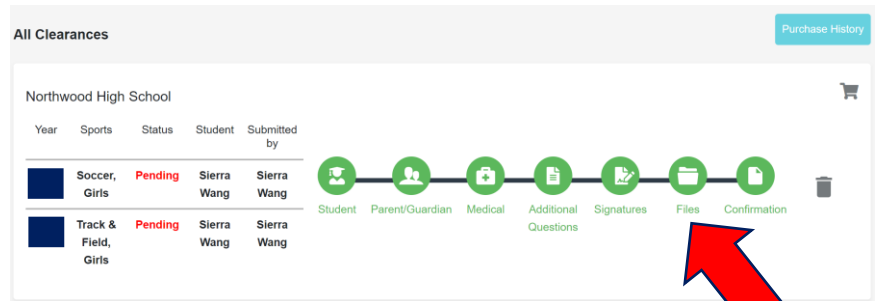
Confirmation Page

Drop file here or [click to upload](#)

[Choose Existing file](#)

16.

The confirmation page will appear. At the bottom of the confirmation message, click "Print". Sign this form, scan it and save it to your computer, then click "Back to Clearances". Once on the screen below, click "Files". Click the box under "Confirmation Page" to upload the signed confirmation page. Click "Submit Completed Application" then "Back to Clearances". And you are done!



You are **NOT CLEARED** to participate in Northwood Athletics until all of the above steps are completed and verified by the school and you receive an email indicating that your student-athlete is cleared. If you have any questions or concerns please email the Co-Athletics Directors or the NHS Athletics Secretary.

Sierra Wang	Co-Athletics Director	SierraWang@iusd.org
Erik Terry	Co-Athletics Director	ErikTerry@iusd.org
Amanda Hansen	Athletics Secretary	AmandaHansen@iusd.org