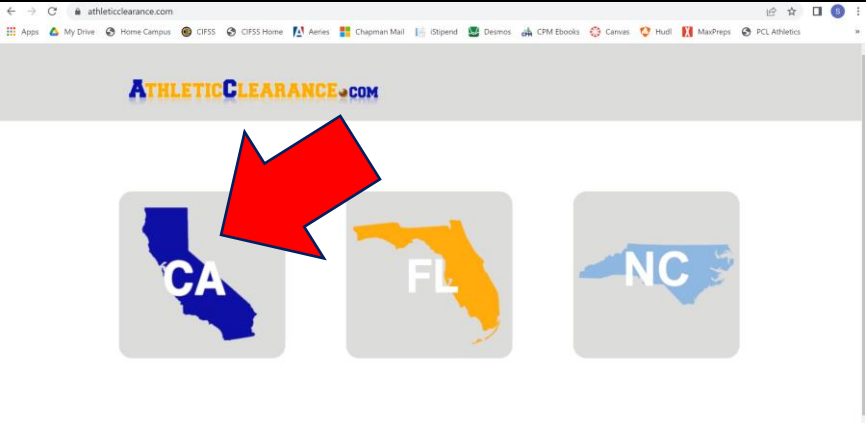
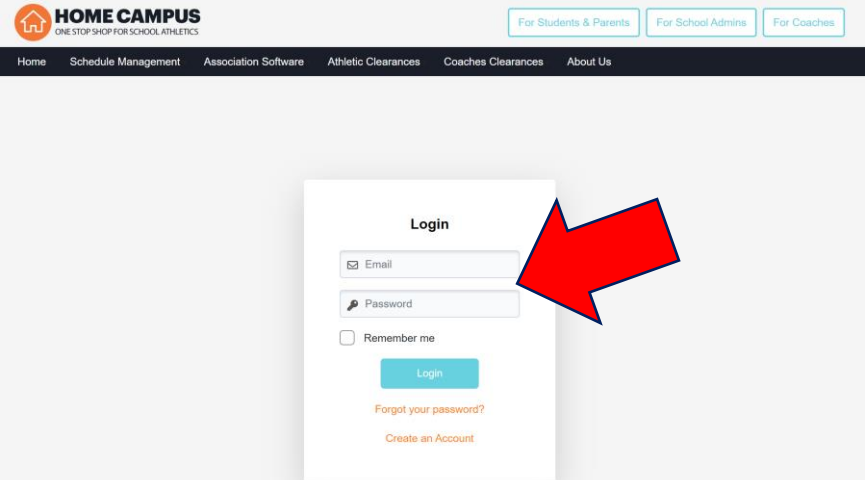
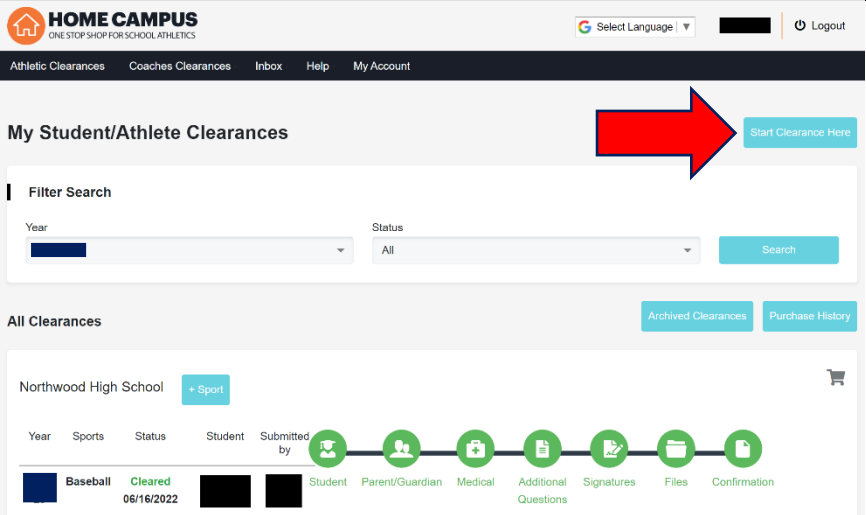
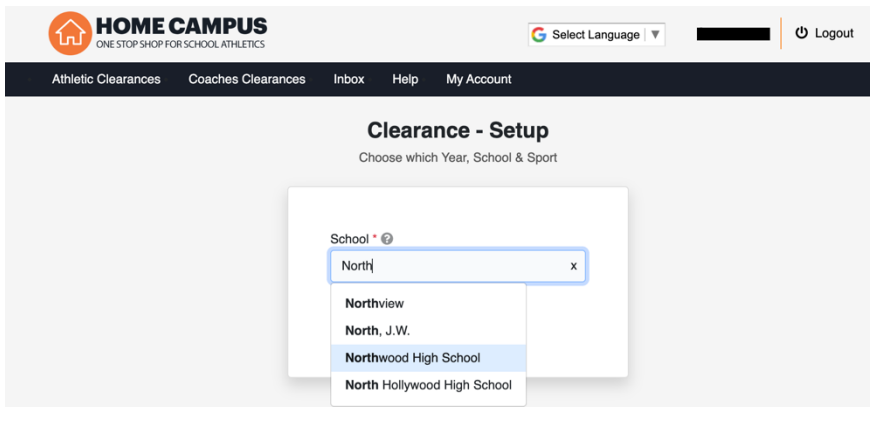
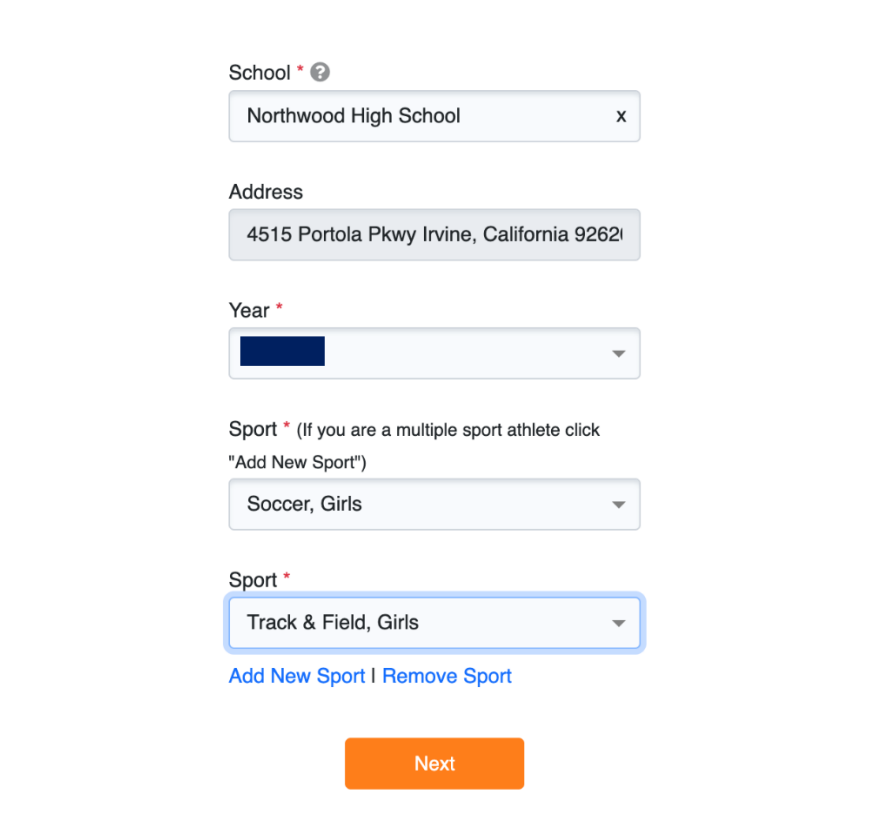
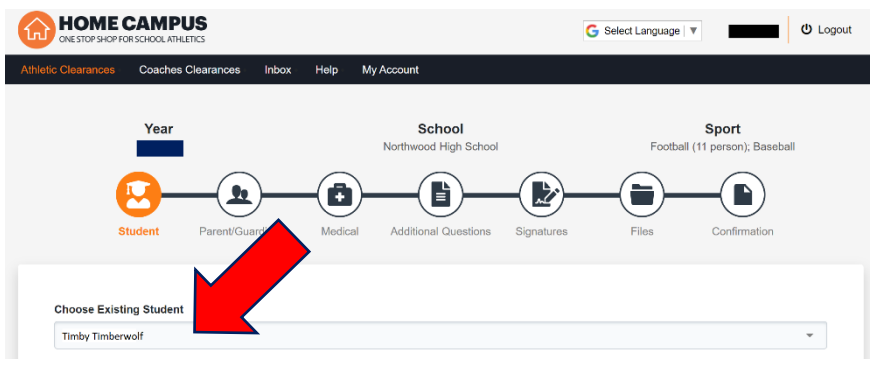


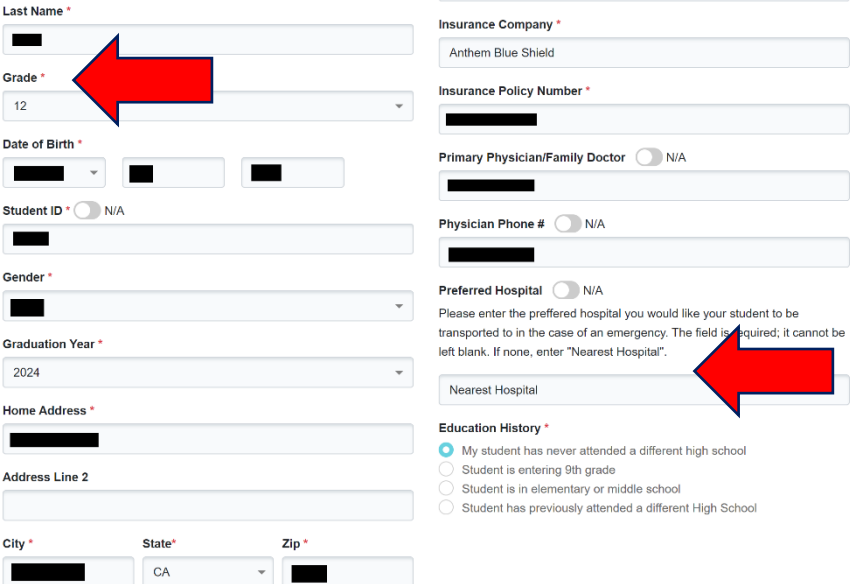
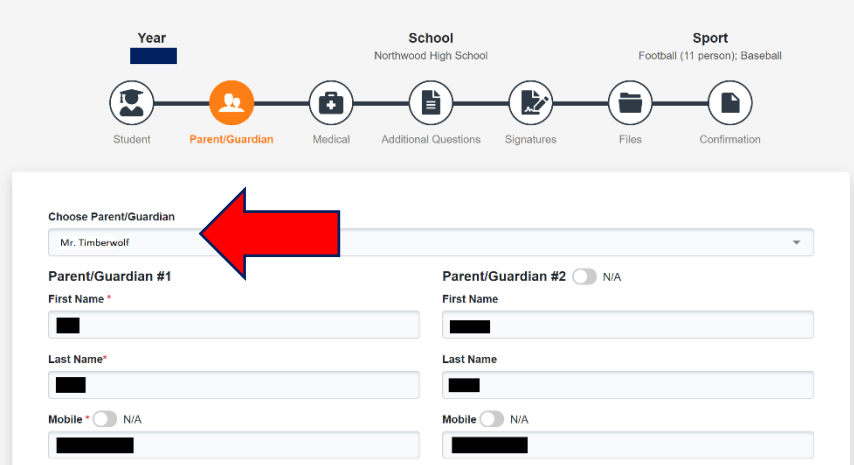
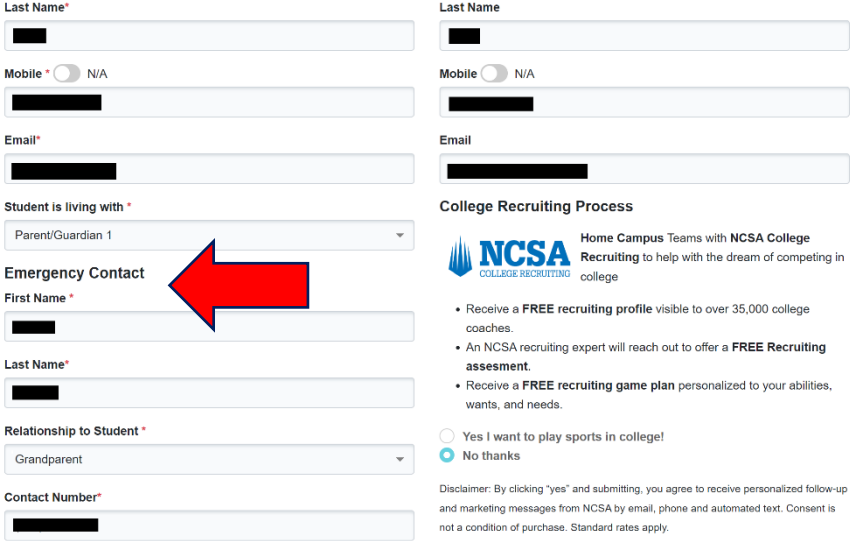


# Athletic Clearance Instructions Returning Student-Athletes

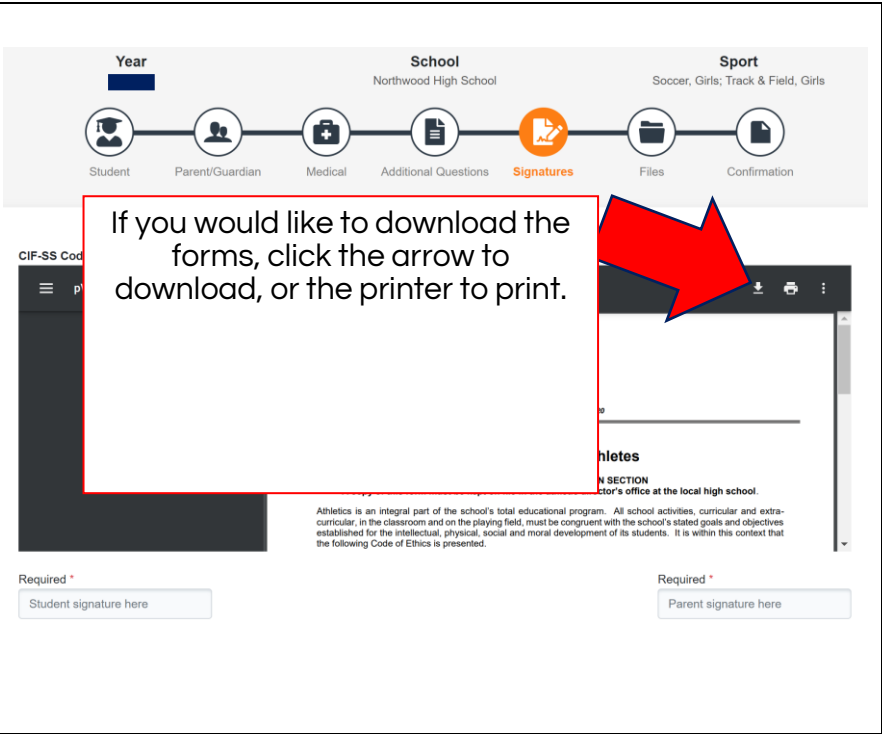


Step	Directions	Screenshot
1.	Visit <a href="http://www.athleticclearance.com">www.athleticclearance.com</a> and click on "CA"	 The screenshot shows the homepage of athleticclearance.com. At the top, there is a navigation bar with the site name. Below it, three state icons are displayed: California (CA) in blue, Florida (FL) in orange, and North Carolina (NC) in light blue. A large red arrow points to the California icon.
2.	Log in to your existing account.	 The screenshot shows the Home Campus login page. It features a 'Login' form with fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below the button are links for 'Forgot your password?' and 'Create an Account'. A large red arrow points to the login form.
3.	Click "Start Clearance Here" in the upper right corner	 The screenshot shows the 'My Student/Athlete Clearances' page. It includes a 'Filter Search' section with dropdown menus for 'Year' and 'Status', and a 'Search' button. Below this is a table of clearances for 'Northwood High School'. A large red arrow points to the 'Start Clearance Here' button in the top right corner.

<p>4.</p>	<p>Under "School" start typing "Northwood High School". Once Northwood appears, click on it. The address should auto-fill.</p>	
<p>5.</p>	<p>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>	
<p>6.</p>	<p>Choose your existing student to roll over their information.</p>	

<p>7.</p>	<p>Most of the information should autofill from last year. Please double check that all information is still accurate. You will need to update your students Grade, Preferred Hospital, and Education History. Once the information is completed, choose "Save and Continue".</p>	 <p>This screenshot shows a registration form with various fields. A red arrow points to the 'Grade' dropdown menu, which is currently set to '12'. Another red arrow points to the 'Nearest Hospital' text input field. Other fields include Last Name, Date of Birth, Student ID, Gender, Graduation Year, Home Address, Address Line 2, City, State (CA), Zip, Insurance Company (Anthem Blue Shield), Insurance Policy Number, Primary Physician/Family Doctor, Physician Phone #, Preferred Hospital, and Education History (with radio buttons for different school attendance scenarios).</p>
<p>8.</p>	<p>Next you will complete the parent/legal guardian information. By choosing a parent/guardian, the information should autofill. Please double check that all information is still accurate.</p>	 <p>This screenshot shows a navigation bar with icons for Student, Parent/Guardian (highlighted), Medical, Additional Questions, Signatures, Files, and Confirmation. Below the navigation bar is a form for choosing a parent/guardian. A red arrow points to the 'Choose Parent/Guardian' dropdown menu, which is currently set to 'Mr. Timberwolf'. The form also includes fields for Parent/Guardian #1 and #2, with sub-fields for First Name, Last Name, and Mobile.</p>
<p>9.</p>	<p>You will need to complete the emergency contact, as well as answer the "College Recruiting Process" section.</p> <p>The emergency contact information must be someone other than a parent.</p> <p>Once completed, click "Save and Continue".</p>	 <p>This screenshot shows the emergency contact and college recruiting process sections. A red arrow points to the 'Emergency Contact' First Name field. The emergency contact section includes fields for Last Name, Mobile, Email, Student is living with (dropdown), Emergency Contact (First Name, Last Name), Relationship to Student (dropdown), and Contact Number. The college recruiting process section features the NCSA logo, a heading 'Home Campus Teams with NCSA College Recruiting', and a list of benefits: a free recruiting profile, a free recruiting expert, and a free recruiting game plan. There are also radio buttons for 'Yes I want to play sports in college!' and 'No thanks'.</p>
<p>10.</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>11.</p>	<p>The next section has 2 additional questions. The shirt size may be shared with coaches who wish to purchase athlete gear for their athletes. Please answer both questions then click "Save and Continue".</p>	

12. 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".

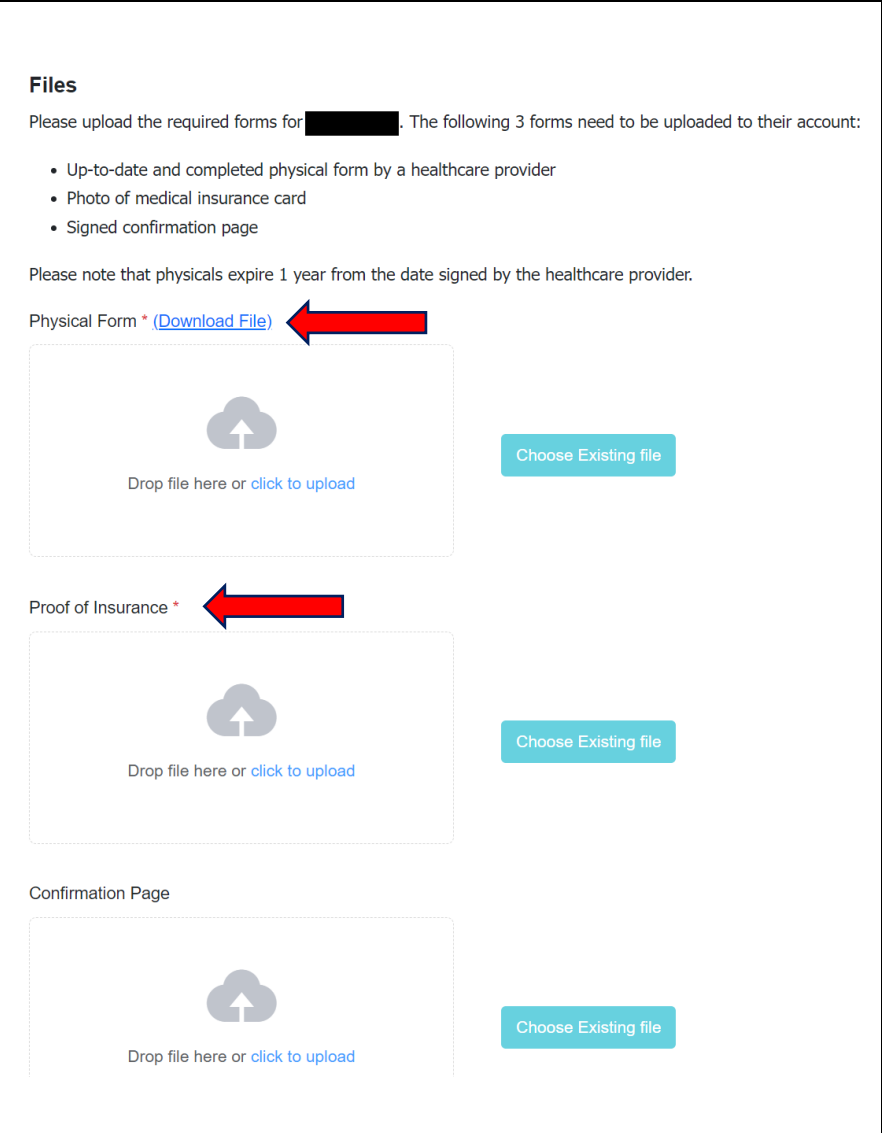


14. The physical form must be filled-out and stamped by the healthcare provider who is conducting the physical. Physical forms are valid for 1 full year from the date of the exam.

If our physical from the previous school year is still valid, you can click "Choose Existing File" and reupload the up-to-date physical form.

Otherwise, please click the box 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.

Under "Proof of Insurance" you must upload a photo of your medical insurance card. If our insurance from the previous school year is still valid, you can click "Choose Existing File" and reupload the insurance card from your previous year. Then click "Submit Completed Application".



15.

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!

The screenshot shows the 'All Clearances' interface for Northwood High School. At the top right, there is a 'Purchase History' button. Below the school name, there is a table with columns for Year, Sports, Status, Student, and Submitted by. Two rows are visible, both with a status of 'Pending'. Below the table is a progress bar with seven steps: Student, Parent/Guardian, Medical, Additional Questions, Signatures, Files, and Confirmation. A red arrow points to the 'Files' step.

Year	Sports	Status	Student	Submitted by
	Soccer, Girls	Pending	Sierra Wang	Sierra Wang
	Track & Field, Girls	Pending	Sierra Wang	Sierra Wang

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.

Brandon Emery	Co-Athletics Director	BrandonEmery@iusd.org
Sierra Wang	Co-Athletics Director	SierraWang@iusd.org
Carlie Chaulsett-Utley	Athletics Secretary	CarlieChaulsettUtley@iusd.org