

# Santa Monica High School

## ATHLETIC ELIGIBILITY CLEARANCE PROCEDURE 2018-2019

**Tryout Clearance:** On the day of tryouts, students must bring a completed signed sports physical exam form signed by an MD and hand to the coach. Coach will not keep the physical. Physicals are good for one year from date actual physical was given. Students must be officially enrolled in Santa Monica-Malibu USD to try out for a team.

**Team Clearance:** Upon confirmation from coach of student being accepted on a Samohi athletic team, now you complete the Clearance Packet at – [www.AthleticClearance.com](http://www.AthleticClearance.com). **This includes uploading their current physical completed on the sports physical exam form and a copy of their insurance card to the athletic packet.** Instructions are provided to help you through the process. If you do not have access to a computer with internet, please call the Athletic Office for assistance at 310-395-3204 -

Yvonne Strahn x71536, [ystrahn@smmusd.org](mailto:ystrahn@smmusd.org)

Evan Fujinaga x72532, [efujinaga@smmusd.org](mailto:efujinaga@smmusd.org)

Participating in the Athletic Program at Samohi requires students to adhere to the attendance/tardy policy, be academically eligible and complete the necessary forms to be cleared for every sport. In order to be academically eligible, the student must have maintained a minimum 2.0 grade point average of a 4.0 scale in all enrolled courses during the previous grading period (per the California Interscholastic Federation – Southern Section Bylaws, Article 1 Section 205 Scholastic Eligibility). Ineligible students must sit out of competition until the next eligibility date. Eligibility will be determined on the following dates for the 2018-2019 school year:

Grading Period 1: Friday, October 5, 2018

Grading Period 2: Friday, November 16, 2018

Grading Period 3: Friday, January 11, 2019

Grading Period 4: Friday, March 1, 2019

Grading Period 5: Friday, May 3, 2019

Transportation Fees:

- \$125.00 for first sport played during current school year
- \$ 50.00 if you qualify for Free/Reduced Lunch

**Please make all checks payable to: Santa Monica High School and include the student's name and ID number on the memo line or donate online at [AthleticClearance.com](http://AthleticClearance.com).**

Once you have completed the clearance procedure online you must bring the following to the coach in order to be eligible practice

1. Printed Clearance Email (*2nd email you receive stating athletic packet it cleared*)

Your child will not be allowed to participate until all Athletic Clearance procedures have been completed and you have received clearance from the Athletic Department. **Failure to meet deadline below will cause student to be ineligible to participate for the season.**

**Fall Sports Athletic Clearance - Due by Friday, July 27, 2018**

**Winter Sports Athletic Clearance - Due by Friday, October 26, 2018**

**Spring Sports Athletic Clearance - Due by Friday, January 25, 2019**

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## Online Athletic Clearance 2018-2019

**\*\*Must be completed to participate in sport after acceptance\*\***

1. Visit [www.AthleticClearance.com](http://www.AthleticClearance.com)
2. Watch quick tutorial video (optional but helpful).
3. Click on the “**Register**” button. Parents fill in your first and last name, email address and choose a password. You only need one account per family. Siblings should use the same account. Your information will be saved from year to year. You will be asked to type in a code to verify you are human. If this step is skipped your account will not activate.
4. Log in to your account.
5. Click on the “**New Clearance**” button to start the process.
6. Select the School Year: 2018-2019, School: Santa Monica (CIF-SS), Sport: Select your sport from the drop down menu – Click Submit.
7. Fill out Student Information (Step #1) – Under “Education History” if you choose “other” then you will be required to fill out additional paperwork in the Athletics Office if you have transferred from another school. **At the bottom of this page, you will need to upload your completed**
8. **Physical/Health History Form and insurance card.**
8. Fill out the Medical History (Step# 2) – Add additional details in the box provided for “yes” answers. Click Save.
9. Fill out the Parent/Guardian Info (Step# 3) – You may check “N/A” if the father or mother does not apply. Also add an additional emergency contact. Click Submit.
10. Signature Forms (Step #4) – This step is broken up into two sections (**parent**) and (**student**). The parent/guardian is to read the forms on the right side of the screen and electronically sign them by typing their name on the left side of the screen. The student should do the same for the forms listed under the “student” section. Click Submit.
11. **Pay fee** to the Athletic program.
12. All of the data will be electronically filed with the athletic department for **review**. When the student has been **cleared for participation**, an email notification will be sent. Print this email out.
13. **Submit the Clearance Email to the coach the first day of practice/tryouts.**

### Physicals/Health History & Insurance

The physical/health history and insurance card can be uploaded online or a hard copy can be turned in to the Athletics Office. You must have a physical on file to be cleared. Physicals are valid for one year from appointment date.

### Multiple Sports

Once you complete a clearance for one sport, most of the information you have entered will be retained in the system. To register for an additional sport, select New Clearance and enter the year, school and sport.

### Uploading your Physical or Insurance Card after you have created an account:

1. Log in to your account.
2. In the “Student Info” Column, click the yellow pencil.
3. Scroll to the bottom of the page – Find “Upload Physical Form” and click the “Browse.” If you are uploading an insurance card find “Additional Form” and click “Browse.”
4. Find the appropriate document on your computer, click “Open”.
5. Click “Save” button.