

# Santa Monica High School

## ATHLETIC ELIGIBILITY CLEARANCE PROCEDURE 2017-2018

Students must complete the Clearance Packet at – [www.AthleticClearance.com](http://www.AthleticClearance.com)– which includes a physical examination form in order to try-out or practice. You must also submit proof of insurance by providing a copy of your insurance card. 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 x71536 – Yvonne Strahn or 310-395-3204 x71532 – Brian Patenaude.

Participating in the Athletic Program at Samohi requires students to 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 2017-2018 school year:

- Grading Period 1: Friday, October 6, 2017
- Grading Period 2: Friday, November 17, 2017
- Grading Period 3: Friday, January 12, 2018
- Grading Period 4: Friday, March 2, 2018
- Grading Period 5: Friday, April 27, 2018

#### Athletic Fees:

- \$125.00 for first sport played during current school year
- \$100.00 for second sport played during current school year
- \$ 75.00 for third sport played during current school year
- \$ 50.00 if you qualify for Free/Reduced Lunch (1st-3rd season)

**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.**

#### Athletic fees help cover the following costs:

- Transportation contribution (the district pays 65% of the cost)
- Officials
- Equipment replacement

Once you have completed the clearance procedure online you must bring the following to the coach in order to be eligible to tryout or practice (NO EXCEPTIONS!):

1. Printed Clearance Email

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, August 11, 2017**

**Winter Sports Athletic Clearance - Due by Thursday, November 9, 2017**

**Spring Sports Athletic Clearance - Due by Friday, February 9, 2018**

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## Online Athletic Clearance 2017-2018

**\*\*Must be completed to tryout or participate in sport\*\***

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: 2017-2018, 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.