

ATHLETIC CLEARANCE

Quick steps for parents/students using the online athletic clearance process.

Prepared for:

Athletic Directors
Athletic Assistants
Parents/Students

Prepared by:

Home Campus

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Questions? Contact Lindsay@athleticclearance.com

Online Athletic Clearance

1. Visit www.AthleticClearance.com
2. Watch quick tutorial video
3. **Register.** Parents register with valid email username and password. You will be asked to type in a code to verify you are human.
4. Login
5. Select “**New Clearance**” to start the process.
6. Choose the School Year in which the student plans to participate. *Example: Football in Sept 2016 would be the 2016-2017 School Year.*
Choose the School at which the student attends and will compete for.
Choose Sport
7. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms.
8. Once you reach the **Confirmation Message**, PRINT AND SIGN THAT PAGE AND TURN IT IN TO THE ATHLETICS OFFICE, then you have completed the process.
9. All of this data will be electronically filed with your school’s athletic department for **review**. When the student has been **cleared for participation**, an email notification will be sent.

(Ignore the “donate page, that is for private school use only.)

Online Athletic Clearance FAQ

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 after enter the year, school and sport most of your information will auto fill.

Sport Screenings

- The sports screening form your school uses can be downloaded on Step #1 or Student Info at the bottom of the page.
- Laguna Hills High School will accept the screening form online (done by uploading the completed form on Step #1) or by turning in a hard copy to the athletic department.
- If you already have a sports screening form on file with the school that is valid through the end of the sports' season, you do not need to do another screening or turn it in again.