

# 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](mailto:Lindsay@athleticclearance.com)

# Online Athletic Clearance

1. Visit [www.AthleticClearance.com](http://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 for verification purposes. If this step is skipped your account will not activate.
4. Login
5. Select “**New Clearance**” to start the process.
6. Choose the School Year in which the student plans to participate.  
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, Signature Forms, & Mandatory Parent Online Seminar.
8. Once you reach the **Confirmation Message** you have completed the process.
  - Please be sure to download and complete the Transportation & Liability Form and choose as many transportation options you are comfortable with your daughter utilizing.
  - Print and sign the Consent to Participate Form
9. If you would like to register for additional sports/activities you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities.
10. 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.

In order for the Athletic Department to finalize your daughter's athletic clearance, the following must be completed:

- a.) Completion of online athletic clearance forms
- b.) Download, complete, and return the following documents to the Athletic Department (none of these documents should be taken to the coach):
  - a.) Physical Exam & Clearance- completed, signed & stamped by your physician. Original copy only.
  - b.) Transportation & Liability Form
  - c.) Consent to Participate Form

## **Online Athletic Clearance FAQ**

### Multiple Sports

Once you complete a clearance for one sport and arrive at the Confirmation Message, you will have the option to check off additional sports/activities for the current school year.

If you decide to participate in an additional sport/activity later on, you can access the multiple sport check boxes by clicking on the "Confirmation Message" of your original Clearance for that specific year.

### Physicals

The physical form your school uses can be downloaded on Step #1 or Student Info at the bottom of the page. Most schools will accept the physical online (done by uploading the completed form on Step #1) as well as turning in a hard copy to the athletic department.