

## OPHS ATHLETIC DEPARTMENT CLEARANCE PROCEDURES

THIS INFORMATION SHEET OUTLINES THE PROCEDURES TO BE FOLLOWED WHEN SIGNING UP FOR A SPORT

Please call the Athletic Office at (818) 735-3301 if you have questions

**There are usually two days designated prior to each season for Athletic Clearance.**

1. Preliminary Clearance (see below), which is required of all students before they are allowed to tryout for a sport.
2. Final clearance ( see below), which is ONLY for students who will actually be carried on a team roster.

**Any athlete who fails to clear either portion (preliminary or final) may receive a sanction for each clearance date missed. An athlete may have another individual clear for them.**

### PRELIMINARY CLEARANCE

At the time of PRELIMINARY CLEARANCE, you will need to have the following:

1. UPDATED ATHLETIC ACTIVITY CLEARANCE CERTIFICATE (PHYSICAL FORM) - This will be sufficient for all sports for one calendar year. It needs to clear students through the ENTIRE season.
2. BLUE EMERGENCY CARD - A new card needs to be submitted for each sport/season. Cards cannot be transferred from one sport or season to another. **Please note: Because the coach DOES NOT receive a copy of the physical form, make sure to add all health issues and medication to the Emergency Card.**

### FINAL CLEARANCE (DUE 11/5/18)

After teams have been selected and rosters determined, all athletes are to register and complete final clearance online (with their parent/guardian). To register and clear online:

1. Visit [www.athleticclearance.com](http://www.athleticclearance.com)
2. Watch the short tutorial video if needed.
3. Register. Parents will register with a valid email, username, and password. You will be asked to type in a code to verify you are a human. If this step is skipped, your account will not activate.
4. Login. Select "New Clearance" to start the process.
5. Choose the School Year (2018-19). Choose the School (Oak Park). Choose the sport. (Final clearance will have to be completed for each sport the student participates in during the school year)
6. Complete steps 1-5: Student Info (upload of physical not required), Medical History, Parent/Guardian Info, Signatures, and Donations. **PLEASE NOTE: TRANSPORTATION, ASB, and ABC (Athletic Booster Club) DONATIONS ARE NOW MADE ONLINE WITH A CREDIT CARD.**
7. Once you reach the Confirmation Message, you have completed the process, unless you wish to make your Transportation/ASB/ABC donation by check at the student store.
8. All of this data will be electronically filed with the athletic department.

**Multiple Sports:** Final clearance will need to be completed for each sport an athlete participates in during the school year.

Any request for supplies or donations toward the purchase of supplies, materials, equipment, field trips, programs, etc. is completely voluntary under the law in California public schools. Required fees may not be charged for participation in educational activities and students may not be discriminated against or denied participation for not providing "donations" or "fees" to the school. For further information and legal references you can visit our website: [http://www.opusd.org/donations\\_guidelines](http://www.opusd.org/donations_guidelines)