

# Santa Monica High School

## ATHLETIC ELIGIBILITY CLEARANCE PROCEDURE 2023-2024

**Tryout Clearance:** On the day of tryouts, students **must** bring a copy of their completed Sports Physical Exam signed by a doctor, **and** show proof of medical insurance to the coach conducting the tryout. Physicals are valid for one year from date of the exam. Students must be enrolled in Santa Monica High School to participate in tryouts. For a sport physical form, visit <https://www.smmusd.org/Athletics-HealthHistory>.

**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 sport 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 the internet or would like to request more information on an alternative clearance process, please contact the Office Assistant.

### **Athletic Office 310-395-3204**

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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 shortly after the close of each grading period listed below:

Grading Period 1: August 24 – September 29, 2023

Grading Period 2: October 2 – November 9, 2023

Grading Period 3: November 13 – December 22, 2023

Grading Period 4: January 9 – February 23, 2024

Grading Period 5: February 26 – April 26, 2024

Grading Period 6: April 29 – June 12, 2024 (also determines eligibility to start the 2024-2025 SY)

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.**

### **Deadlines for Completed Packets**

Fall – Friday, August 4, 2023

Winter – Friday, October 27, 2023

Spring – Friday, January 26, 2024

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## Online Athletic Clearance 2023-2024

**\*\*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: 2023-2024, 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 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. 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.
12. **Submit the Clearance Email to the coach the first day of practice/tryouts.**

### Physicals/Health History & Insurance

The physical/health history and insurance card need to be uploaded online. You must have a physical on file to be cleared. Physicals are valid for one year from date of the exam.

### 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.