

MS 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? Go to Support.AthleticClearance.com and submit a ticket.

Online Athletic Clearance

1. Visit www.AthleticClearance.com and choose your state.
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. If this step is skipped your account will not activate. (If this step is skipped, please contact us to activate your account)
4. Login using your email address that you registered with
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 and Signature Forms.
8. Once you reach the **Confirmation Message** you have completed the process.
 - Please be sure to download, complete, and return the following documents to the Athletic Department (none of these documents should be taken to the coach):
 - ✓ Physical Exam & Clearance - completed, signed & stamped by your physician. Original copy only.
 - ✓ Travel Permit
 - ✓ Student and Youth Activity Permission Form
 - ✓ MS Athletic Contract
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.
IMPORTANT:
In order for the Athletic Department to finalize your student’s athletic clearance, the following must be completed:
 - Completion with all necessary signatures on Athletic Participation Clearance form and returned to the Athletic Director
 - Completion of online athletic clearance forms
 - Download, complete, and return the following documents to the Athletic Department (none of these documents should be taken to the coach):
 - ✓ Physical Exam & Clearance- completed, signed & stamped by your physician. Original copy only.
 - ✓ Travel Permit
 - ✓ Student and Youth Activity Permission Form
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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. PLEASE ONLY CHECK OFF SPORTS YOU KNOW YOU WILL PLAY. Don't just check ones because you are interested in those.

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

Physicals

The physical form your school uses can be downloaded on Physicals page. When completed turn in a hard copy to the athletic director's office.

Document Library

This area is meant to store your files so they can be accessed later in the year or perhaps years following. You can either upload your files to the Document Library then apply them to your Clearance on the Physical page OR you can choose/browse for the file on the Physical page and the file will save to the Document Library for future use.

Why haven't I been cleared?

Your school will review the information you have submitted and **Clear or Deny** your student for participation. You will receive an email when the student is cleared.

My sport is not listed!

Please contact your school's athletic department and ask for your sport to be activated.