

# 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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## 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 to verify you are human. 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. *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. **Donate** to your athletic program or pay participation fees (private schools only).
9. Once you reach the **Confirmation Message** you have completed the process.
10. 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.
11. 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.

## **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.