

# Marshall High School Athletics



Starting this year, MHS Athletics is introducing a new online athletic clearance process. **All parents and students must complete this new process in order for students to participate in competitive sports at Marshall High School.** After completing the online process, you will need to print, sign, and return the "Consent Form," a signed **original** Medical Physical Form, a copy of the Emergency Card, and a photo copy of your son or daughter's insurance card (only if insurance has changed or if you are new to the school) to the Athletic Director.

## Online Clearance. Easy as 1-2-3...

### 1. VISIT [www.athleticclearance.com](http://www.athleticclearance.com)

- REVIEW the tutorial video for a quick reference instructional guide.
- CREATE an account. Click the "Register" link to start an account. Provide a valid email address & password.
- Note: It's important that you include a valid email address because email verification is required prior to registration.
- Once you create an account you will have to VERIFY your account by reviewing your email and clicking on the link.
- If the email is not in your inbox, make sure you check your junk or spam folder. After you click on the link, you will be able to start the clearance process.

### 2. LOGIN to [www.athleticclearance.com](http://www.athleticclearance.com) using the username & password you created via the instructions above.

- SELECT the "New Clearance" button (upper left corner) to get started.
- COMPLETE any required fields for student information, educational history, medical history and consent.
- PRESS "Submit" and you have now completed the entire online registration process.

### 3. **Print and Sign "Parent Consent"/Confirmation Page and return it along with a copy of your insurance card to the Athletic Director.**

- All of this data will be electronically filed with the school's athletic department for review.
- An email will be sent to you upon approval of your student's forms.

#### **PHYSICALS (Returning Athletes)**

When completing the online clearance process, you will need to download & print the appropriate form. The completed and signed form will need to be returned to the Athletic Director along with the

signed consent form. Be sure that the doctor includes a **DOCTOR STAMP. ONLY ORIGINAL PHYSICALS ACCEPTED.**

#### **PHYSICALS (New Athletes)**

Physicals and Emergency Card will have already been collected; therefore, you will only need to turn in the "Parent Consent/Confirmation Page" and a copy of your insurance card.

#### **TRANSFER STUDENTS**

CIF LA City Section requires special forms when a student is transferring from one school to another. Make sure you are adhering to all of the eligibility and transfer rules. The online athletic clearance process is not the only form you are required to complete. The Athletic Director will contact you and provide you with the appropriate forms.

#### **SESSION EXPIRATION**

If you are using a public computer or leave your browser session open, make sure you (a) save all of your work and (b) log out to protect your information. The athletic clearance system will automatically expire and log you out of the system, if your session is idle.

#### **OTHER SPORTS**

Once you complete the online registration process, the athletic clearance is good for the rest of the academic year.