

SPHS Athletics



SPHS Athletics uses an online system to streamline the athletic clearance process. All parents and students must complete this process in order for students to participate in competitive sports at South Pasadena High School. After completing the online process, you will need to print, sign, and return the "Consent Form," along with a signed original Medical Physical Form to the Athletic Director.

Online Clearance. Easy as 1–2–3...

- 1. VISIT 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** 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"** and return it along with a signed Physical Form 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

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.

TRANSFER STUDENTS

CIF Southern Section requires special forms when a student transfers 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.