

## LENNARD HIGH SCHOOL Athletic Paperwork Directions



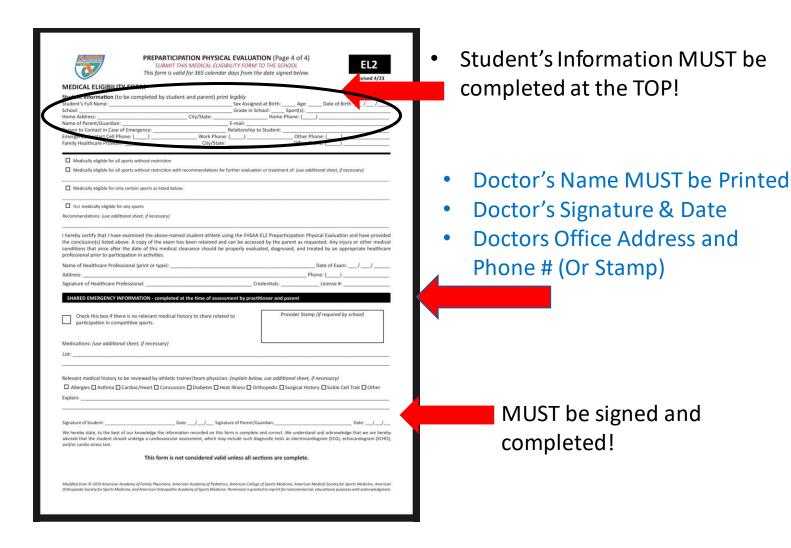
#### List of Documents Needed For Athletic Clearance

☐ EL2 (Physical) on approved HCPS EL2 DATE 4/24 ☐ Birth Certificate ☐ Proofs of Residence (TECO/water bill within 30 days of athletic clearance application, If using lease student MUST be listed as an occupant) ☐ 3 FHSAA Required Videos ☐ Government Issued ID of parent signing forms ☐ School Health of Florida Insurance ID card (hcpsathleticprotection.com)

## Documents required #1 physical

#### **Prior to starting,** you will need the following documents

- FHSAA EL2 Physical use EL2 on SDHC Athletics website https://www.sdhc.k12.fl.us/doc/list/athletics/student-forms/39-285/
  - ❖ MUST be on this form. Physicals are good for 365 days
  - ❖ Please answer all questions. Any yes answers MUST be explained at the bottom of page 4.
  - Student and Parent MUST sign the bottom of page 4.
  - ❖ MUST include doctor's stamp, signature, printed name and date on page 4.
  - ❖ Make sure the ELIGIBLE FOR ALL SPORTS WITHOUT RESTRICTION box has been checked by your physician.
    - ❖ If not cleared without restriction you WILL NEED page 5 of the EL2. This is the clearance and will need to be marked cleared without restriction after the visit to the referred doctor/specialist
    - ❖ Upload each page separately under EL2. <u>Page 4 is only necessary</u> if page 5 is marked with recommendations.



PREPARTICIPATION PHYSICAL EVALUATION (Supplement EL2 SUBMIT THIS MEDICAL ELIGIBILITY FORM TO THE SCHOOL This form is valid for 365 calendar days from the date signed below. This form is only used, or requested, if a student-athlete has been referred for additional evaluation, prior to full medical clearance MEDICAL ELIGIBILITY FORM - Referred Provider Form Student Information (to be completed by student and parent) print legibly Grade in School: Home Phone: ( Home Address: Person to Contact in Case of Emergency: Relationship to Student: Emergency Contact Cell Phone: ( Work Phone: ( Other Phone: ( Family Healthcare Provider City/State: Office Phone: ( ☐ Medically eligible for all sports without restriction as of the date signed below ☐ Medically eligible for all sports without restriction after completion of the following treatment plan: (use additional sheet, if necessary, ☐ Not medically eligible for any sports Further Recommendations: Juse additional sheet, if necessary Signature of Healthcare Professional: Provider Stamp (if required by school) Only Necessary if Recommendations were made on page 5 and form MUST be completed by specialist listed on recommendation/precaution etc....

- ANSWER ALL QUESTIONS!
- COMPLETE PERSONAL INFO
- Don't forget shot information!
- Yes, answers MUST be explained at the bottom.

# DOCUMENTS REQUIRED #2 CERTIFIED COPY OF STUDENT ATHLETE'S BIRTH CERTIFICATE



## DOCUMENTS REQUIRED #3 (2) PROOFS OF RESIDENCE

- ❖ MUST be "living proof"
- ❖ MUST be within 30 days of application
- ❖ Address MUST match address on government issued ID and address on file at school
- **Examples:** (Acceptable proofs of residence):
  - ❖ TECO Bill
  - ❖ Water Bill
  - Lease (with occupants listed)
  - Mortgage Statement
- ❖ Not Accepted:
  - Cable Bill
  - Phone Bill
  - ❖ CC Bill



Guardian/Parent Name Address that matches DL And Address on File @ School

#### **Your Account Summary**

Previous Amount Due Payment(s) Received Since Last Statement **Current Month's Charges** 

**Total Amount Due** 

\$100.85 -\$100.85 \$170.91

\$170.91

#### ACCOUNT INVOICE

tampaelectric.com

Statement Date: 04/09/2020

Current month's charges: Total amount due: **Payment Due By:** 

4/30/2020

#### Go paperless!

Goodbye clutter. Hello convenience.

There's never been a better time to go paperless.

It's touch-free and good for the environment.



**ADDRESS** 

Amount Now Due \$161.73

Make Check Payable: City of Tampa Utilities

Your Account Number XXXXXXX



BILL DATE:

05/25/2022

PAY NEW CHARGES BY: AUTO PAY

NAME OF LEGAL GUARDIAN CITY, FL ZIP - XXX

0000000 00000000

**Athletics** 

## Documents required #4: FHSAA Video certificates

- Viewing the videos is required each year. For the 2024-25 school year, videos must be viewed AFTER May 15, 2024.
- www.nfhslearn.com
- Have the student log in or create an account. <u>Be sure when asked for the name on the</u>
   <u>certificate the STUDENT'S NAME</u> <u>is entered and NOT the parent.</u> The student is responsible for watching the videos, not the parent.
- Order the following courses (**they are FREE**). Once you have completed checkout, the student can access the courses in their Dashboard.
  - Concussion in Students What You Need to Know
  - Heat Illness Prevention
  - Sudden Cardiac Arrest
  - Once the student has completed all three courses, download the certificates.
  - Use the upload tips for multiple pages to upload the certificates.

## Documents required #2 FHSAA VIDEO Certificates

- Certificates for the three required FHSAA videos (in student's name) from nfhslearn.com.
- Upload each certificate in the appropriate places in the files section.
- ❖ Videos must be completed after May 15, 2024, of the current year to be accepted for the 2024-2025 school year









## Documents required #5 Government issued ID

- Government issued photo identification of parent or legal guardian signing the forms.
- Address MUST match address on file and proof of residence for athletic clearance
- When scanning this document, make sure all information is <u>clearly visible</u> in the picture.



## **DOCUMENT#6: INSURANCE ID CARD**

#### School Insurance of Florida Student Accident Insurance

Please cut your insurance card out and retain for your records

School Insurance of Florida	School Insurance of Florida
Student Accident Insurance Card	Student Accident Insurance Card
Mailing Address: P.O. Box 784268 Winter Garden, FL. 34778	Mailing Address: P.O. Box 784268 Winter Garden, FL. 34778
Claims Telephone: 407-798-0290 Policy No: 09-0132-2023	Claims Telephone: 407-798-0290 Policy No: 09-0132-2023
Claims Telephone. 407-798-0290 Foncy No. 09-0132-2023	Claims Telephone. 407-798-0290 Foncy No. 09-0132-2023
Student Name:	Student Name: OWEN BEACH
School District: Hillsborough Public Schools, School: ALONSO HIGH	School District: Hillsborough Public Schools, School: ALONSO HIGH
Date Paid: 05/24/2022 Amount Paid: \$60.00	Date Paid: 05/24/2022 Amount Paid: \$60.00
Coverage: FBLA Group A Football Lacrosse Termination Date: 05-28-2023	Coverage: FBLA Group A Football Lacrosse Termination Date: 05-28-2023
For FHSAA sports coverage becomes effective on the first FHSAA sanctioned practice date or on the date paid, at 11:59 PM, whichever is the later date.	For FHSAA sports coverage becomes effective on the first FHSAA sanctioned practice date or on the date paid, at 11:59 PM, whichever is the later date.
This ID does not guarantee policy benefits. The student accident insurance plan is secondary, "Excess" coverage to all other sources of primary insurance. Coverage becomes effective on the first day of school or at 11:59 pm on the date paid, whichever is the later date. Coverage effective and termination dates, eligibility, benefits, and exclusions are determined by the actual Master Policy provisions.	This ID does not guarantee policy benefits. The student accident insurance plan is secondary, "Excess" coverage to all other sources of primary insurance. Coverage becomes effective on the first day of school or at 11:59 pm on the date paid, whichever is the later date. Coverage effective and termination dates, eligibility, benefits, and exclusions are determined by the actual Master Policy provisions.

Please visit our website <u>WWW.HCPSATHLETICPROTECTION.COM</u> to view answers to frequently asked questions, or to download another summary of the insurance benefits. Thank you. We appreciate your business!

Sincerely,

School Insurance of Florida

- Log into your school insurance of Florida account (https://hcpsathleticprotection.com/)
- ❖ Download/print and/or Save your insurance ID card provided after purchase.
- Upload to your athletic clearance account

## DOCUMENT CHECKLIST:



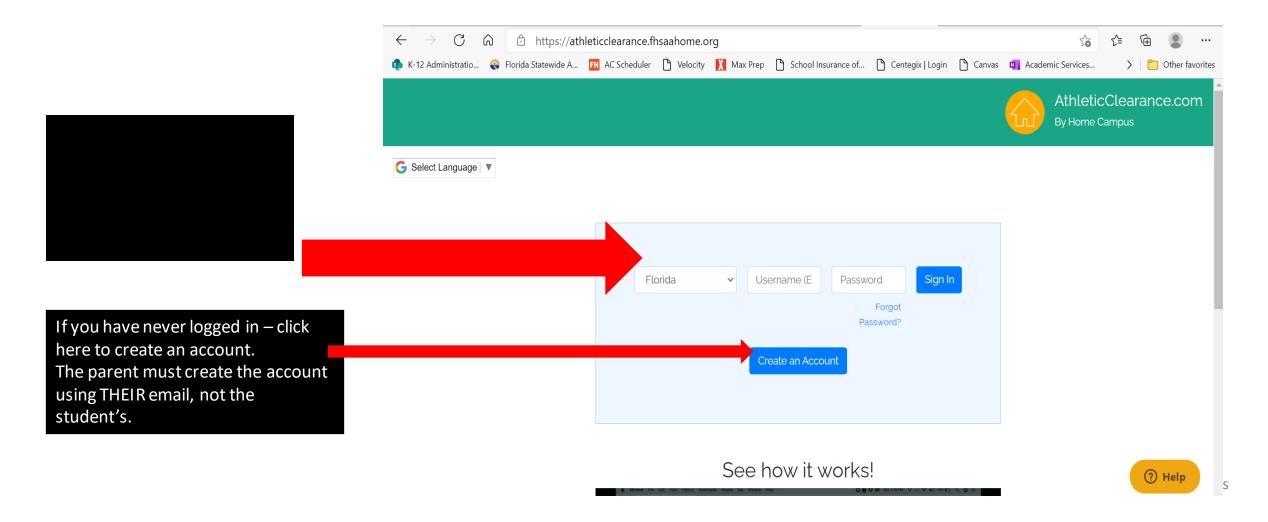
Before logging in or creating an account on athletic clearance make sure you have all the following

List of Documents Needed For Athletic Clearance

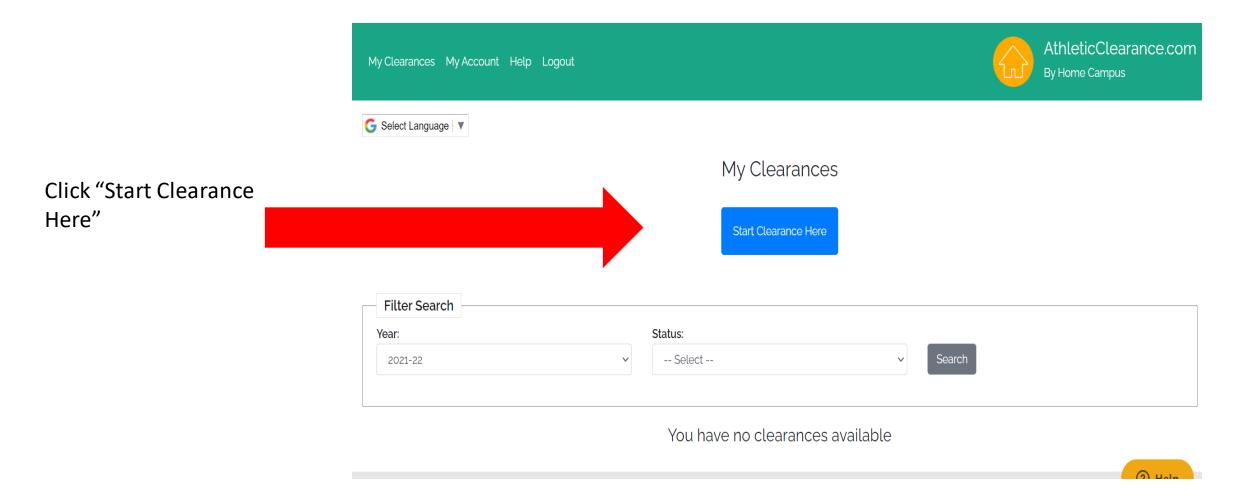
□ EL2 (Physical) on approved HCPS EL2 Date 4/24
 □ Birth Certificate
 □ Proof of Residence (TECO/water bill within 30 days of athletic clearance application)
 □ 3 FHSAA Required Videos
 □ Government Issued ID of parent signing forms
 □ School Health of Florida Insurance ID card (hcps athletic protection)

## Logging In

## https://athleticclearance.fhsaahome.org/



# After Logging In



## **SELECT SCHOOL YEAR**



Choose 2024-25



#### My Clearances

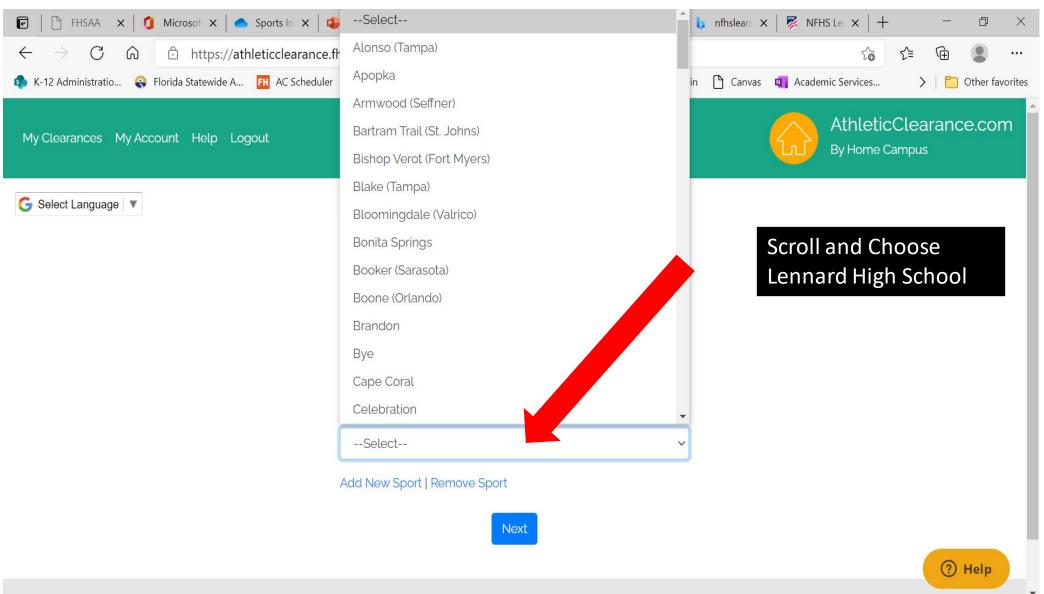
Start Clearance Here

**Archived Clearances** 

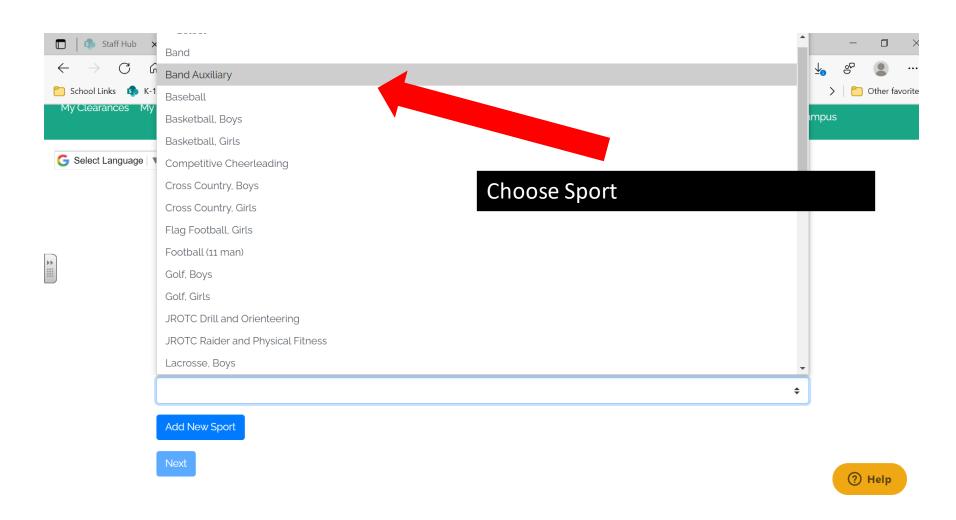


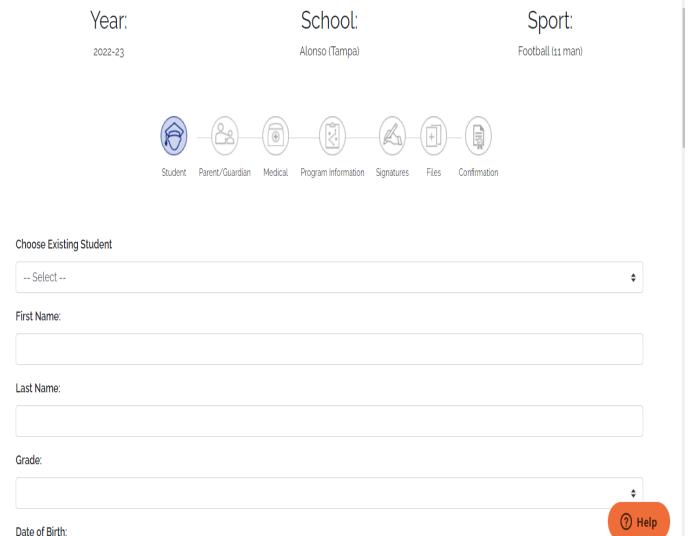
You have no clearances available

### **SELECT SCHOOL**



## **SELECT SPORT**

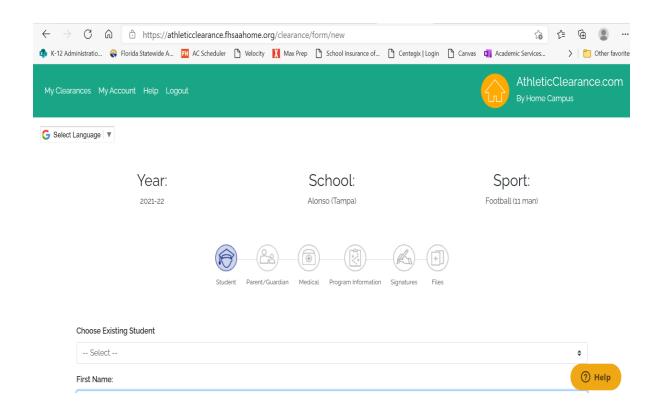




- If you are an existing student select your name from the drop down.
- Note: This is a form of communication, the more accurate it is the better we can communicate.
- If you are a new student start entering your information, click save and continue

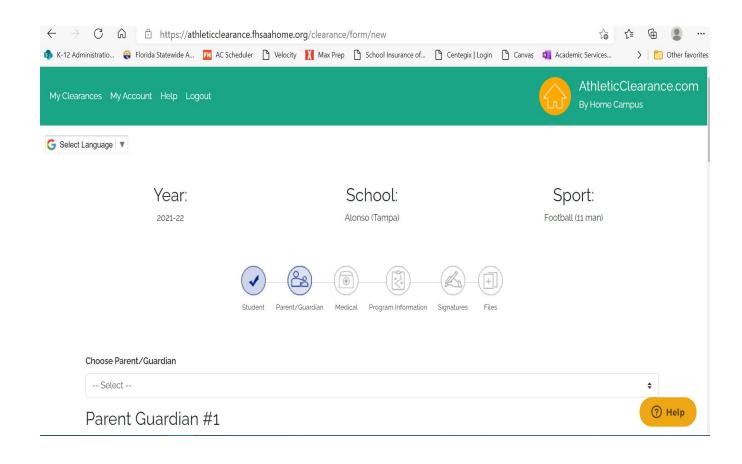
## Student Information

- This page is for information about your STUDENT.
- Complete the form and click on save and continue
- Accurate information is needed here



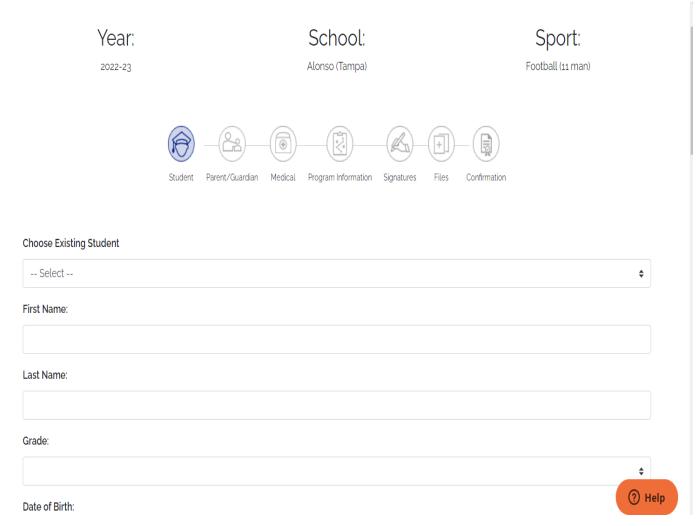
# Parent guardian information – this serves as our emergency card – please be accurate

- Parent/Guardian
  Information. This
  SERVES AS YOUR
  STUDENTS EMERGENCY
  CARD please complete
  this section with
  accurate information
- Click on save and continue



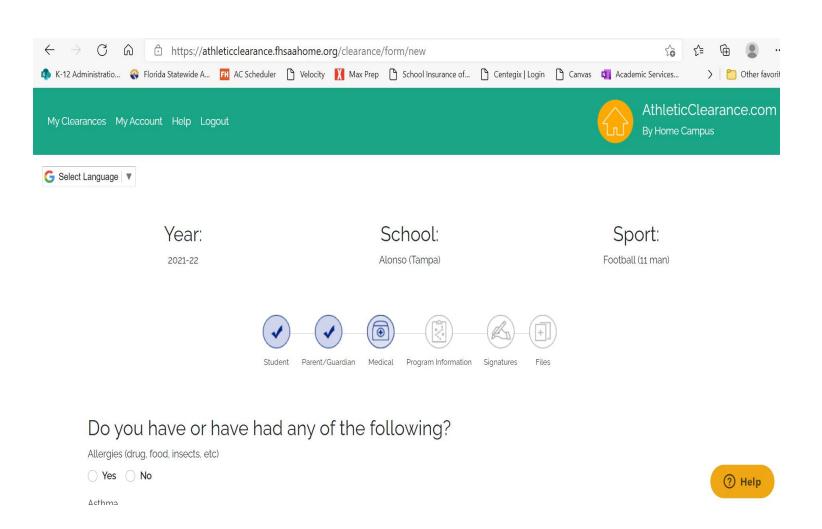
# PARENT GUARDIAN INFORMATION – THIS SERVES AS OUR EMERGENCY CARD – PLEASE BE ACCURATE

- Complete Parent/Guardian Information.
- If you are returning student
   you should be able to
   select your parents name
   from the drop down menu.
- ➤ This serves as your student's emergency card please complete this section with accurate information
- Click on save and continue



### STUDENT MEDICAL HISTORY INFORMATION

- This is your student's medical history information.
- Please complete as accurately as possible.
- Click on save and continue

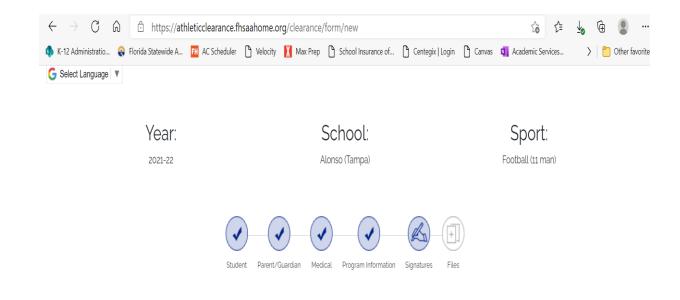


# STUDENT SIGNATURE FORMS: MUST SIGN FULL NAME

### NOTE:

IF STUDENT HAS THE SAME NAME AS PARENT SIGNING THE FORMS, DIFFERENTIANTION MUST BE MADE.

FOR EXAMPLE:
JOHN DOE, AND JOHN DOE JR.
OR
JOHN C DOE, AND JOHN S. DOE



#### Student Signature Forms

#### Usage of Personal Equipment

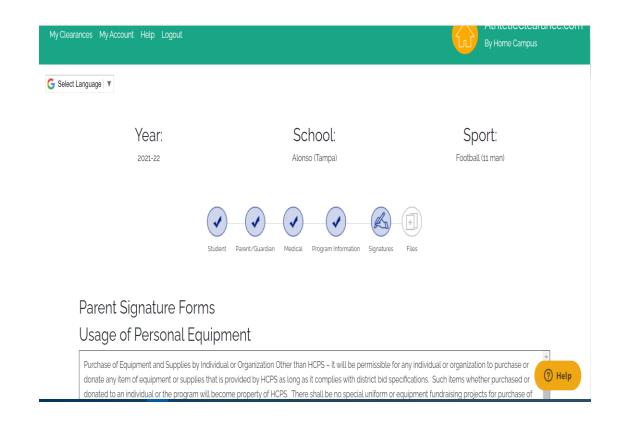
Purchase of Equipment and Supplies by Individual or Organization Other than HCPS – It will be permissible for any individual or organization to purchase or donate any item of equipment or supplies that is provided by HCPS as long as it complies with district bid specifications. Such items whether purchased or donated to an individual or the program will become property of HCPS. There shall be no special uniform or equipment fundraising projects for purchase of uniforms or equipment that is provided by the school district. The school district will not provide budget for fill-in items for uniforms purchased by individuals, organizations, or donations. The Director of Athletics must approve all donations or purchases of uniforms.

# PARENT SIGNATURE FORMS: MUST SIGN FULL NAME

### NOTE:

IF STUDENT HAS THE SAME NAME AS PARENT SIGNING THE FORMS, DIFFERENTIANTION MUST BE MADE.

FOR EXAMPLE:
JOHN DOE, AND JOHN DOE JR.
OR
JOHN C DOE, AND JOHN S. DOE



### IMPORTANT! READ HOW TO UPLOAD FILES:

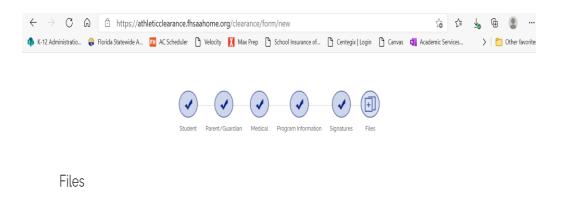
# OPTION 1: USING PDF FILES TO UPLOAD

- Click on choose existing files
- Upload files in appropriate places.
- Scroll down to the bottom of the page and click on Save and Continue.
- If you have uploaded all required forms

   you will receive a confirmation screen
   after you click on save and continue and a status of pending.
- If you are missing any uploads you will get an in-processing status. If you get this screen – you are not done, and I cannot see any of your documents.

#### **OPTION 2: USING PICTURES to UPLOAD:**

- Click on browse
- This will give you an option to take a picture
- Click on Take a picture
- Take a CLEAR PICTURE DON'T CUT OFF THE EDGES
   OF THE PAGE. (Don't worry about the size)
- Click on Use picture.
- Do this for each document that you need to upload.
- Scroll down to the bottom of the page and click on Save and Continue.
- You will get a confirmation screen and a status that says pending.
- If you are missing any uploads you will get an inprocessing status. If you get this screen, you are not done, and I cannot see any of your documents.

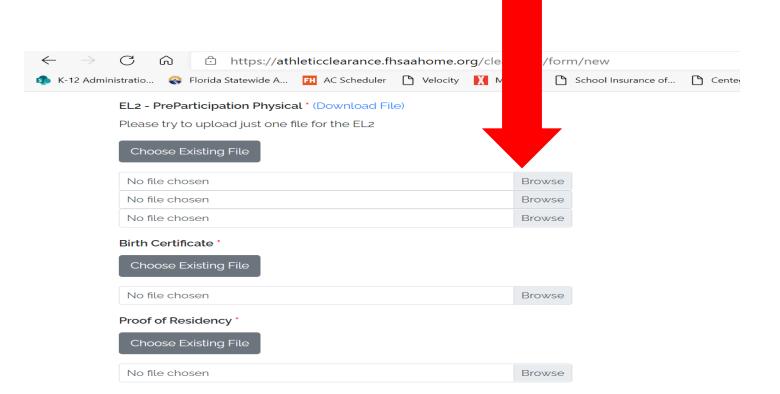


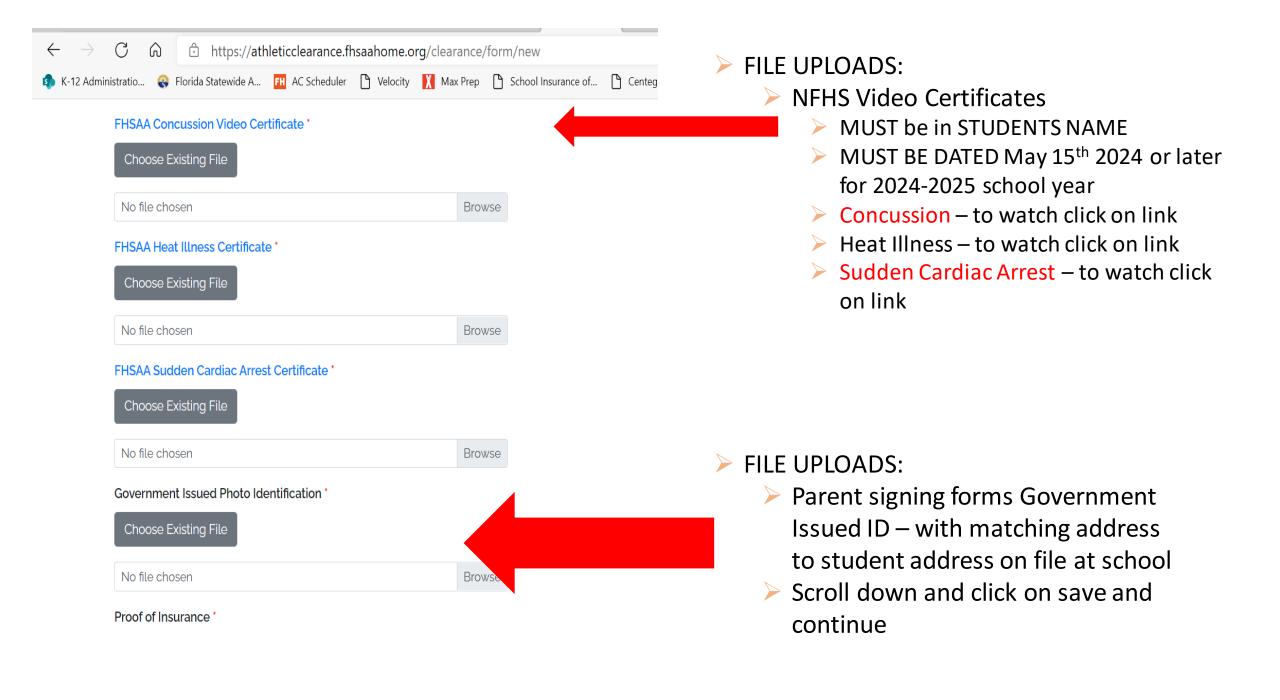
Proof of residency must be a current TECO/water bill, mortgage statement, or lease agreement.

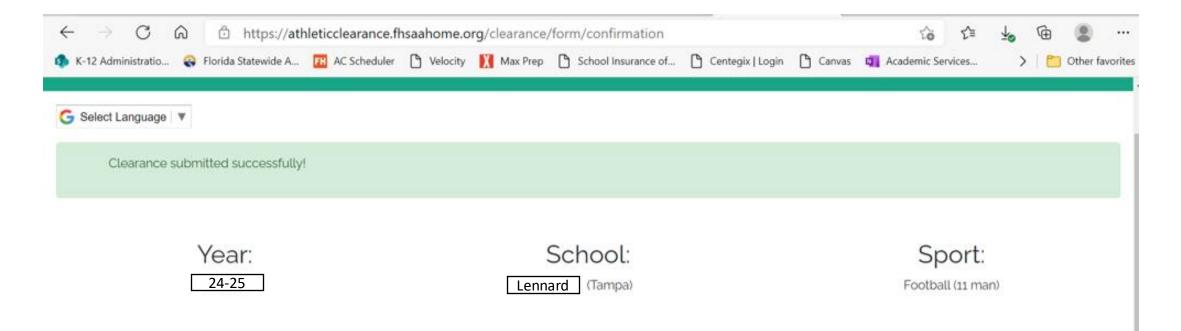
Name and/or address on parent Photo ID must match proof of residence and/or information submitted on this website

#### FILE UPLOADS:

- **EL2**:
  - Page 4 Make sure student and parent sign. Make sure that shot record information is completed. Must be dated.
  - Page 4: Must be cleared without limitation
  - Doctors printed and signature MUST be on form
  - Doctors' office address and phone number MUST be on form
  - Page 5: ONLY needed if recommendations were made on page 4.







#### Confirmation Message

Dear Evanitta Omensetter.

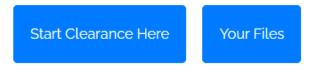
This message is to let you know Evanitta Omensetter has started the Athletic Clearance process to participate in Football (11 man) for Alonso (Tampa) in 2021-22.

This email does not mean that your student is cleared to participate in sports at Alonso (Tampa) High School. The final step in this process requires clearance from the Assistant Principal for Administration before your student will be permitted to tryout, practice, condition or train with Alonso (Tampa) High School Athletics. Notification of clearance will be sent electronically to the email address provided in your Home Campus account. Once you receive your confirmation email, your student needs to bring the confirmation email and report to their respective coach to participate.

(?) Help

Thank You,

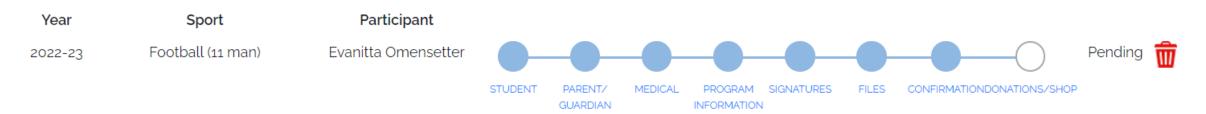
#### My Clearances



#### **Archived Clearances**



#### Plant (Tampa)



It can take up to 10 days to be cleared.

Please be patient and DO NOT wait until the LAST minute.

TECHNICAL ISSUES - should be directed to athletic clearance – click on the help tab and submit a ticket.

If you have any questions —
Please contact our **Athletic Department** or students should stop by the **Athletic Office** outside of class time.

GO LONGHORNS!

