

North High School Athletic Clearance



Online Instructions



All members of the following activities must complete the Athletic Clearance process before participation:

Any athletic team, Band, and Cheerleading

The window for submitting Athletic Clearance information will open beginning Thursday June 1, 2018.

You may do the online portion of the clearance at anytime on or after 6/1/18, but the Athletic/Business Office will be open during the following hours for submitting physical forms, transportation payments, and/or assistance with the process:

June 25th – July 13th 9am – 12pm, 1pm-2pm (Mrs. Higa's Office)

July 16th – July 27th – CLOSED

July 30th – Aug 24th Tuesday & Thursday 2-4pm (AD Office Only)

- During normal school business hours
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Please follow these steps to complete the online process...

- 1) Go to athleticclearance.com
 - a. Click on "register" and fill in your first name and last name. Also, you will create a user name (your email address) and password. Save this information as it will be used for future clearances.
- 2) Once you are logged in, click "Start Clearance Here"
- 3) Select the school year for which you are filling out the form (2018-2019), select "North Torrance HS", and then select the program in which you are participating. If you participate in more than one activity, select one at this time and you will be able to go back when completed and submit the same information for as many programs as you participate in. You will need to do a clearance for each sport/activity you participate in and will have the option to add them at the end of filling out your first clearance
- 4) STEP 1 – STUDENT INFO. Complete fill out the student information, including:
 - a. Section 1 (personal information)
 - b. Section 2 (insurance information). Students are required to be covered by a minimum \$1500 insurance policy. If you do not have insurance, it is made available through Meyers Stevens – forms are available in the Athletic/Business Office (AD Office)

- c. Section 3 (physician information). All students who participate in an athletic program, or are a member of Band or Cheerleading must submit a physical dated on or after June 1, 2018. Forms are available on saxonathletics.com or in the Athletic office (Athletic Director's Office). See (Step 2) for more information.
- d. Section 4 (education history)

**If you have more than one child attending North HS, you will be able to enter information for each separately. This information will save and be available the next time you login – you will not have to repeat this step each time you submit a clearance. It will also save for future years at North. You will be required to submit a clearance each year still.

- 5) STEP 2 – MEDICAL INFO. Completely fill out medical information questionnaire. If you answer yes to any of the questions, you will be prompted to fill in a brief response/explanation.
 - a. **A hard copy of the physical must be brought into the Athletic Director's office during the times posted on the front of this handout. You are not cleared until all online information is filled out and a physical is submitted.**
- 6) STEP 3 – PARENT/GUARDIAN INFO. Completely fill out the parent/guardian info. Similar to the student info, you will not need to fill this information in each time you submit a packet – it will save the information for you
 - a. Please submit an emergency contact as well. All efforts will be made to contact the parent/guardians first in any emergency
- 7) STEP 4 – SIGNATURES
 - a. Please reach each form and provide an electronic signature for each. The forms begin with parent/guardian signatures, followed by student electronic signatures required.
- 8) STEP 5 – TRANSPORTATION CONTRIBUTION
 - a. Once step 1-4 are complete, you will be taken to a transportation contribution page.
 - b. Please read the information regarding transportation. You may submit payment securely through this website using your credit card (in addition to a small online fee), or you may submit payment by cash or check to the Business office (Mrs. Higa) during designated hours.
 - c. **This is a very important necessity for our programs to be able to travel – please consider prompt payment**
- 9) Once all your information is submitted and verified, the Athletic Office will accept your clearance and you will receive an automated email confirming completion.

PLEASE NOTE – YOU ARE NOT OFFICIALLY CLEARED UNTIL YOU HAVE SUBMITTED ALL MATERIALS AND RECEIVE A CONFIRMATION EMAIL

If you have any questions, please contact Lauren Kamiyama, Athletic Director, at kamiyama.lauren@tusd.org or 310-533-4412 x7050