

## Frequently Asked Questions about the Athletic Clearance Process

**Q:** What is “Athletic Clearance”?

**A:** Athletic clearance is a process required by the CIF (the governing body for high school sports and activities in California) which includes obtaining a sport medical clearance from a health practitioner, providing contact and medical information, and signing statements acknowledging the risks of participating in sports, etc.

**Q:** What is AthleticClearance.com?

**A:** It is a secure website used by many schools to collect information and documents from their student-athletes in order to satisfy their state’s requirements for participation in high school sports and activities. Parents create an account to access the website and then create clearances for their student’s sport(s). Schools then review the clearances created by the parents and “clear” the student for participation if they meet all the requirements. By collecting all required information through AthleticClearance.com, school administration and coaches will have immediate access to current contact and medical information in the event of an injury. The online system also streamlines the clearance process for families with more than one student-athlete and makes the process easier in the years to follow.

**Q:** When should I complete my Athletic Clearance?

**A:** The best time to complete your Athletic Clearance for the following school year is May or June (for all sports you want to play). Many sports have summer programs and/or tryouts, and since you must be cleared before you can participate, it is best to complete your clearances during those months. Athletes are encouraged to attend “Sport Medical Clearance Day” which is held at Body Logic each year in May or June. It is an easy way to fulfill the medical clearance requirement (for a minimal donation) and raise funds for WHS Athletics.

**Q:** Where do I get the school’s sport medical clearance form and what do I do with it after I complete my medical clearance?

**A:** The sport medical clearance form can be obtained from the Athletics office, printed from [www.westlakeathletics.com](http://www.westlakeathletics.com), or printed from your account at AthleticClearance.com. Once completed, it must be uploaded to the “Files” section of your online clearance. You do not need to turn in a hard copy of your medical clearance to the Athletics Office.

**Q:** What if I do not have a medical clearance when I am creating my online sport clearance?

**A:** You will not be able to complete an online sport clearance until you upload a completed medical clearance form. If you start an online sport clearance before obtaining a medical clearance, you will be

able to save your information and return to your online clearance to complete it once you have obtained the medical clearance.

**Q:** Since all information is collected online, is there anything I need to turn into the Athletics office?

**A:** Yes, the confirmation/consent document that appears at the end of creating your online sport clearance must be printed, signed, and submitted to the Athletics office. It may be dropped off at the attendance office at WHS or emailed to [arrogers@conejousd.org](mailto:arrogers@conejousd.org).

**Q:** If I get cleared for one sport, am I cleared for all sports?

**A:** You will only be cleared for the sports you created online clearances for and gave consent to on the confirmation/consent document. If you decide to participate in additional sports AFTER being cleared, you will need to create new clearances online and submit another confirmation/consent document for the new sports.

**Q:** Once I am cleared for my sport(s), am I cleared for the whole school year?

**A:** No. If your medical clearance expires during the school year, you will no longer be cleared to participate in your sport(s). You must upload a new medical clearance in order to be cleared again. Please notify the Athletics Department if you upload a new medical clearance so we can review it and clear you again. We do not get notifications when new documents are uploaded. **\*\*NOTE—Medical Clearances are valid for one calendar year.**

**Q:** My medical clearance has expired, but my season is not over. How do I upload a new medical clearance form? Do I have to create a whole new clearance?

**A:** You do NOT need to create a new sport clearance to upload a new medical clearance form. To upload a new medical clearance form, log into your AthleticClearance.com account and then click on the green circle labeled “Files” to the right of your current clearance. You will be taken to the uploads page of your clearance. Click on the blue “+” and then “Browse” to select the file from your computer or device. If the file was attached successfully, the file name will appear in a box above the blue “+”. Click “Save and Continue” at the bottom of the screen to complete the upload. You will be taken to the confirmation page. You do NOT need to print and submit the confirmation page again. However, you should email [arrogers@conejousd.org](mailto:arrogers@conejousd.org) to let the Athletics Department know that a new medical clearance has been uploaded. Once the Athletics Department reviews the newly uploaded medical clearance form, they will update expiration date and delete any old medical clearances that may still be attached to the clearance.

**Q:** I’ve completed everything online and uploaded a medical clearance, but my sport clearance still says “uncleared.” What am I missing?

**A:** You may not be missing anything. This system is not completely automated. Athletic personnel must review each sport clearance that is submitted, make sure the uploaded medical clearance is valid (not expired, on the correct form, etc), and verify that the confirmation/consent document has been turned into the Athletics office. If the sport clearance meets all of those criteria, then the student will be cleared to participate. You will get an automated email when you have been cleared for a sport.

**Q:** I created my online clearance and uploaded my medical clearance, but I did not print the confirmation/consent document. What do I do?

**A:** You can access the confirmation/consent document at any time by logging into your account and then clicking on the green circle labeled “confirmation” to the right of your current clearance. You can then print it, sign it, and submit it to the Athletics office (may be emailed to [arrogers@conejousd.org](mailto:arrogers@conejousd.org)).

**Q:** I was cleared for my sport last year and my medical clearance has not expired, am I still cleared to participate this year in the same sport?

**A:** No. Though you will not need to get a new medical clearance until the old one expires, you still need to create a new sport clearance for the new school year and submit a confirmation/consent document to the Athletics Department at WHS. Though your current medical clearance will already be saved on [www.athleticclearance.com](http://www.athleticclearance.com), you will still need to attach it to your new clearance by clicking on the blue “+” and “Choose Existing File” to select your current medical clearance from previously uploaded files.

**\*\*NOTE—All sport clearances expire at the end of the school year regardless of the medical clearance expiration date.\*\***

**Q:** Do I have to create a new AthleticClearance.com account each year?

**A:** No, You do not have to create a new account each year, but you do need to create new SPORT CLEARANCES each year. The same account can be used for multiple students for multiple years. This is why it is a good idea for PARENTS to create the account instead of students. Be sure to remember your login information so you can easily access your account to update information as it changes or create new sport clearances as needed.

**Q:** I created a duplicate clearance for the same sport. What should I do?

**A:** If you create a clearance that you do not need (duplicate clearances, decided not to play a sport, etc) and the status of the clearance is “pending”, you can delete the clearance by clicking on the red trashcan icon to the far right of the clearance. If the status of the clearance says “cleared”, it must be deleted by the Athletics Department.

**For any other questions regarding Athletic Clearance, please contact the Athletic Department at**

**805-497-6711 ext. 1013**