

Instructions for Submitting Physical Packets

Attention Parent/Guardian of a DPHS Student-Athlete:

Starting in 2020, we are switching over to digital submission of physical packets for students looking to participate on any athletic team. The only physical piece of paper you will need to have is the EL2 page 2 for your primary care physician's evaluation and the OCPS off-season release form. We are hoping this will alleviate the problems we have had with missing signatures, missing paperwork, etc. The platform we will be utilizing for this is Athletic Clearance. Below this page, you will find step-by-step instructions on how to create an account and start the submission process. To access the physical packet for the 2020-2021 school year, please go to:

<https://drphillipshsathletics.com/>, click on the more tab, and click on the 20-21 Sports Physical Package listed under Student-Athlete & Team Important Info. From there, you will access the necessary paperwork.

Please note that physicals will have to be uploaded and completed correctly **48 HOURS PRIOR** to tryouts. Please allow 24 hours for your eligibility to be processed. Physicals will not be accepted if there is any missing information and/or signatures. Physicals are good for one calendar year. If the date of your physical exam expires during your sport's season, you will not be allowed to participate until a new physical is submitted. A violation of this may cause the team to forfeit contests and/or be fined by the FHSAA. If you have any questions or concerns, please email me at steven.mchale@ocps.net or send your student-athlete to room 2-105.

BE A CHAMPION!!!

Steven J. McHale

Athletic Director

Instructions for Athletic Clearance

After a physical exam is performed by the appropriate health care provider, this information along with other documents must be uploaded to Athletic Clearance.

- 1 Visit www.AthleticClearance.com and choose your state (FL).
- 2 Watch quick tutorial video.
- 3 Register. **PARENTS** register with valid email username and password. You will be asked to type in a code to verify you are human. If this step is skipped your account WILL NOT activate. (If this step is skipped, please contact Home Campus to activate your account).
- 4 Login using your email address that you registered with.
- 5 Select “New Clearance” to start the process.
 - a. Select 2020-2021 under year
 - b. Select Dr. Phillips High School (Section 2) for school
 - c. Select which sport you are trying out for
 - i. If you are playing multiple sports you can add them all at the end
4. Fill out student information.
5. Upload the required documents under the following sections:
 - a. Page 1 of EL2 physical form – physical form
 - b. Page 2 of EL2 physical form – additional form
 - c. Birth certificate – birth certificate (for transfer students and newly enrolled student athletes only)
 - d. Insurance card – proof of insurance (only if you have your own insurance. If not, skip this step)

**Uploading the documents can be done in a variety of ways. A couple of

examples are taking pictures with a cell phone, using a scanning application on a cell phone or using a scanner. Please ask questions if you need help.

6. Fill out medical history

7. Fill out parent/guardian information

8. Fill out **ALL** signatures

* Make sure to place the correct signatures in the appropriate boxes. Place parents name where it says parent signature and place students name where it says student signature.*

9. Once you reach the **Confirmation Message**, you have completed the process. Please **print out** the hard copy with a parent/guardian signature to turn into the Athletic Trainer.

10. If you would like to register for additional sports/activities, you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities. Please choose **ALL SPORTS** you will/may participate in.

11. All of this data will be electronically filed with your school's athletic department for review. When the student has been cleared for participation, an email notification will be sent.

Please take a moment and check that all paperwork on Athletic Clearance is filled out **COMPLETELY and CORRECTLY** with all student and parent/guardian signatures before submission to Dr. Phillips HS Athletics. Remember that your student-athlete will have to submit a hard copy of their off-season release form **AND** their confirmation message from Athletic Clearance to room 6-123.

Note: If you have not clicked all the sports you want to play you will have to go back into athletic clearance and do it again. In addition, if the signatures are done incorrectly they will be reset for you to do them again. New student-athletes must also include a copy of their Birth Certificate with this sports eligibility packet. No exceptions.

Incomplete accounts will NOT be accepted and will result in a denial status on athletic clearance. To avoid any delay in their participation eligibility please be sure the packet is **100% COMPLETE**.

Thank You,

Athletic Department

***Any questions please contact the Athletic Director Steve McHale at steven.mchale@ocps.net.**