


Office of the Chief Operating Officer
Interscholastic Athletics
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

May 17, 2018

MEMORANDUM

To: High School Athletic Directors and Fall Coaches

From:  Jeffrey K. Sullivan, Director, Systemwide Athletics

Subject: myMCPS Online Registration and Roster Program

The purpose of this memorandum is to provide information regarding the registration process for the upcoming fall season for high school athletics. During the 2017–18 school year, Montgomery County Public Schools (MCPS) debuted an online registration program through the myMCPS Parent Portal, replacing the previous registration process for athletics, which included the submission of multiple paper forms directly to the coach prior to participation. Additionally, the generation and management of official team rosters was transitioned to the myMCPS portal, replacing the previous practice of signed paper rosters. Both processes will continue to be implemented for the fall season and in the future.

myMCPS Online Registration Timeline – Fall 2018

The myMCPS online registration portal, available in English and Spanish, incorporates all previously required paper forms and documents into an internet-based platform that parents/guardians can access using their secure myMCPS Parent Portal login. Parents/guardians are also able to scan and upload their student’s physical as part of the registration process. Following are the important dates and action items regarding the registration process for the upcoming fall sports season.

Date	Action Item
Now	Students should complete their pre-participation physical (MCPS Form SR-8) so that the clearance form (last page of SR-8) is ready for online submission or for submission to the coach prior to tryouts/practices. Physicals are valid for one calendar year. The form is available at the link below: http://www.montgomeryschoolsmd.org/departments/forms/pdf/SR-8.pdf
Now	Parents/guardians should confirm access to the myMCPS Parent Portal. Parents/guardians new to MCPS will have their myMCPS login information mailed home this summer. There will be no change in login information for parents/guardians with existing myMCPS accounts. Parents/guardians who need assistance with accessing myMCPS should contact the local school. More information regarding the myMCPS Parent Portal is available here: http://www.montgomeryschoolsmd.org/mymcps-classroom/
July 16	The myMCPS Fall Athletics Registration portal opens for parents/guardians. Detailed directions for completing the registration process are available here: http://www.montgomeryschoolsmd.org/uploadedFiles/departments/athletics/parent/myMCPSParentPortalAthletics_v1.pdf
August 8	Fall sports tryouts/practices begin.

A letter to parents/guardians regarding fall online athletic registration is attached. Please distribute this letter to your respective communities electronically and through social media. Additionally, please announce and post this information on your school's athletic department website.

Roster Program

Official team rosters are now generated and stored electronically using the administrative side of the myMCPS portal. Athletic directors and coaches are able to review student registration information and assign students to team rosters. Official team rosters are now housed in myMCPS and updated "live" as needed by athletic directors.

Additionally, the roster program is used to generate medical cards for student-athletes. Athletic directors are able to print and save medical cards as electronic files. myMCPS can also generate various reports that were previously available using the Filemaker Athletics Eligibility Database.

Access for Families

While the registration process can be completed from any computer, tablet, or smart phone, schools should provide access to computers for families in need of assistance. Athletic directors are asked to coordinate times for parents/guardians to utilize school computers to complete the registration process. Additionally, athletic department personnel should communicate with school administrators regarding the process for managing parent/guardian requests for portal login information.

Please note that if the Custody Alert Flag is set on a student, the athletic registration application will be disabled and the parent/guardian will be directed to complete the paper forms and provide them to the school/coach. In this instance, athletic directors will assist with entering this information into the myMCPS portal.

Questions

If you have any questions, please contact Ms. E. Kathy Green, athletics specialist, at 240-453-2594 or via e-mail. Thank you in advance for your support as we continue to implement this initiative and improve the registration and roster experience for all stakeholders across the entire MCPS athletics program.

Attachment

JKS:rtm

Copy to:

Dr. Zuckerman
Ms. Ehsassi
Mr. Gramatges
Ms. Green
High School Principals
Mr. Smetanka



May 17, 2018

Dear Parent/Guardian:

The purpose of this letter is to provide information regarding the registration process for the upcoming fall season for high school athletics. During the 2017–18 school year, Montgomery County Public Schools (MCPS) debuted an online registration program through the myMCPS Parent Portal, replacing the previous registration process for athletics, which included the submission of multiple paper forms directly to the coach prior to participation.

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August 8	Fall sports tryouts/practices begin.

Additional information is available on the MCPS athletics website and on local school athletic department websites. During the online registration process, schools will provide access to computers for families in need of assistance. Thank you in advance for your support as we continue to improve the registration experience for all stakeholders across the entire MCPS athletics program.

Sincerely,

Jeffrey K. Sullivan
 Director, Systemwide Athletics