



## Seminole Athletics – Online Sports Physical Submission Information

All sports physicals in Seminole County will be submitted online for clearance to participate in athletics. As a parent, this process eliminates the need to “DROP” your paperwork at the school or “SEND” it with your student-athlete. We look forward to the numerous benefits that this system will provide for you, your student-athlete, our coaches and the **SHS** Athletic Department. See instructions for the required NFHS courses that should be completed prior to submitting your clearance

ALL athletes interested in participating in athletics at Seminole High School **MUST COMPLETE** the below process.

**Documents to have on hand: Physical (on [SCPS EL2 form](#)), Insurance Card, Gov't Issued Photo ID ,Birth Certificate (9<sup>th</sup> Graders/Transfers Only/1<sup>st</sup> time SHS Athlete), and GA4 (Transfers Only)**

1. Visit [www.AthleticClearance.com](http://www.AthleticClearance.com) and choose FLORIDA.
2. **Register** and complete the 7 fields including a security question. Parents **MUST** register with a valid email username and password.
3. You will be asked to submit an activation code that will be displayed on the screen. Enter the code and click submit.
4. Login using your email address and password that you registered with.
5. Select “**Start Clearance Here**” to start the process.
6. Select “School Year”, select “School”, Select “Sport” in which the student plans to participate in first. (you can select other sports later)
  - a. **Example 2020-2021, Seminole, Football**
7. Complete all required fields for
  - a. Student Information- **Please use legal name as appears in Skyward.**
  - b. Student Uploads-
    - i. If you have a current physical on file in the athletic office we can upload it. Remember a physical **dated from your doctor** lasts 365 days.
    - ii. If you have played a sport at Seminole we can verify your birth certificate. 9<sup>th</sup> graders and transfers need to provide this upload.
    - iii. Please upload a picture of your insurance card. If you have school insurance we will verify coverage in the athletic office.
    - iv. Parent Driver's License, Military, or State ID- used to confirm parent consent.**
  - c. Medical History- Answer all questions and provide necessary information.
  - d. Signature Forms- Parents and Students sign each form.
8. Optional Donation to your athletic program.
9. Once you reach the **Confirmation Message** you have completed the process.
10. If you would like to register for additional sports you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities.
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.

**Note: Participation in a program for conditioning, open facilities, tryouts, or practice can not occur until you have been notified by the athletic department of your clearance status.**



## **Seminole Athletics – Online Sports Physical Submission Information**

### **Returning Athletes**

ALL athletes interested in participating in athletics at Seminole **MUST COMPLETE** the below process. An EL2 (physical) last 365 days from the date it was signed by a Doctor.

#### **Documents to have on hand: Physical (SCPS EL2 Form) and Insurance Card**

If you already have an account, you will need to update physical and personal information into the new school year or to add a sibling please see below:

1. Login using your email address that you registered with.
2. Your registered athlete will be displayed.
3. Click on “Start Clearance Here” in top left corner.
4. Select “School Year”, select “School”, Select “Sport” in which the student plans to participate in first. (you can select other sports later)
  - a. **Example 2020-2021, Seminole, Football**
5. Click drop down box, select your athletes name and grade.
  - a. To add siblings fill out demographics.
6. You will then need to fill in insurance information and education history then hit save.
7. Upload physical form then click save.
8. Any edits can be made by clicking on the pencil icon under each section.

If you have any questions or concerns please contact the Athletic Department at 407-320-5057 or [hicksaz1@scps.k12.fl.us](mailto:hicksaz1@scps.k12.fl.us)



## Online Athletic Clearance FAQ

### What is my Username?

Your username is the email address that you registered with.

### Multiple Sports

Once you complete a clearance for one sport and arrive at the Confirmation Message, you will have the option to check off additional sports/activities for the current school year. PLEASE ONLY CHECK OFF SPORTS that you plan on participating in this year.

If you decide to participate in an additional sport/activity later on, you can access the multiple sport check boxes by clicking on "Print" under the Confirmation Message of your original Clearance for that specific year.

### Physicals

The physical form your school uses can be downloaded on "Athletics" page of the school website. SHS will only accept the [EL2 Form Click Here for PDF](#) for physical, wellness exam certificates cannot be accepted

### Clearance Stages

Completed: All upload areas are filled (may not be required).

In Progress: At least one upload area is filled.

Incomplete: No files have been uploaded.

### Document Library

This area is meant to store your files so they can be accessed later in the year or perhaps years following. You can either upload your files to the "Document Library" then apply them to your Clearance on the Physical page OR you can choose/browse for the file on the Physical page and the file will save to the Document Library for future use.

### Why haven't I been cleared?

Your school will review the information you have submitted and Clear or Deny your student for participation. You will receive an email when the student is cleared.

### My sport is not listed!

Please contact your school's athletic department and ask for your sport to be activated.

### Do I need a birth certificate?

Only for incoming 9<sup>th</sup> graders and transfers

### If I am transferring to SHS what other forms are required?

The FHSA GA4 [Click Here for PDF](#) is required of all transfer students

### Where do I find the NFHS Learn Courses?

See the attached instructions, but you can easily go to [www.nfhslern.com](http://www.nfhslern.com).

### What do I do when I am done with my NFHS Learn Courses

Best practice would be to upload them to your document library and submit under "other documents"? on your upload page of [www.athleticclearance.com](http://www.athleticclearance.com) . You can also simply save them as screen shots or PDF in the event you are asked to produce proof of completion.



## Instructions for NFHS Courses

### For Head Coaches and Paid/Supplement Coaches/ Student Athletes

#### Course 1: NFHS “Concussion in Sports”

(Important Note: If you have completed this course in the past, the course must be “ordered” prior to beginning the course.)

#### Course Ordering

**Step 1:** Go to [www.nfhslearn.com](http://www.nfhslearn.com)

**Step 2:** “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account—OR-- If you do not have an account, “Register” for an account.

**Step 3:** Click “Courses” at the top of the page.

**Step 4:** Scroll down to “Concussion in Sports” from the list of courses.

**Step 5:** Click “View Courses”

**Step 6:** Click “Order Course”

**Step 7:** Select “Myself” if the course will be completed by you.

**Step 8:** Click “Continue” and follow the on-screen prompts to finish the checkout process. **(Note: No fee for this course)**

#### Course 2: NFHS “ Sudden Cardiac Arrest”

(Important Note: If you have completed this course in the past, the course must be “ordered” prior to beginning the course.)

#### Course Ordering

**Step 1:** Go to [www.nfhslearn.com](http://www.nfhslearn.com)

**Step 2:** “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account--Or --If you do not have an account, “Register” for an account.

**Step3:** Click “Courses” at the top of the page.

**Step 4:** Scroll down to “Sudden Cardiac Arrest” from the list of courses.

**Step 5:** Click “View Courses”

**Step 6:** Click “Order Course”

**Step 7:** Select “Myself” if the course will be completed by you.

**Step 8:** Click “Continue” and follow the on-screen prompts to finish the checkout process. **(Note: No fee for this course)**

### For Head Coaches and Paid/Supplement Coaches

#### Course 3: NFHS “ Heat Illness Prevention”

(Important Note: If you have completed this course in the past, the course must be “ordered” prior to beginning the course.)

#### Course Ordering

**Step 1:** Go to [www.nfhslearn.com](http://www.nfhslearn.com)

**Step 2:** “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account --- Or-- If you do not have an account, “Register” for an account.

**Step3:** Click “Courses” at the top of the page.

**Step 4:** Scroll down to “Heat Illness Prevention” from the list of courses.

**Step 5:** Click “View Courses”

**Step 6:** Click “Order Course”

**Step 7:** Select “Myself” if the course will be completed by you.

**Step 8:** Click “Continue” and follow the on-screen prompts to finish the checkout process. **(Note: No fee for this course)**

#### Beginning a Course

**Step 1:** Go to [www.nfhslearn.com](http://www.nfhslearn.com)

**Step 2:** “Sign-In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account.

**Step 3:** From your “Dashboard”, click “My Courses”

**Step 4:** Click “Begin Course” on the course you wish to take.

***Be sure to save the certificate and upload to your document library on [www.athleticclearance.com](http://www.athleticclearance.com).***