

WEST SHORE JR/SR. HIGH SCHOOL 2024-2025

ONLINE ATHLETIC PACKET / ATHLETIC CLEARANCE

Brevard Public Schools requires all student athletes to complete an athletic paperwork packet prior to participating in any school athletic activities (off season workouts, tryouts, practices, contests). This year, West Shore will be using the *Athletic Clearance* as our eligibility platform. All student athletes must be registered in AthleticClearance.com, and all paperwork will be completed electronically and/or uploaded.

You will need to start a new *Athletic Clearance* account. Once you do this, the same account will be used for your child's middle and high school career. You will need to update it yearly, so please be sure to save your login and password information. Please follow the directions listed below to complete the athletic paperwork packet process.

Athletic Clearance Directions:

1. Visit AthleticClearance.com. Click on the Florida picture.
2. Click on "Create an Account" and follow the steps listed. If you have a previously created account, you can simply sign in. If help is needed, there is a quick video tutorial on the homepage that explains the entire process.
3. Register. PARENTS register with a valid email and password (**use a parent's email address**). Your username will be the email address you register with. **MAKE SURE TO SAVE YOUR LOGIN INFO**. You will use the same login info from year to year, which will make filling out
4. Login using the email address you registered with.
5. Select "**Start Clearance Here**" to begin the paperwork process.
6. Choose the School Year in which the student plans to participate. (Example: Volleyball 2024 would be the 2024-2025 school year). Then Choose the School that the student attends (West Shore Jr/Sr. High School), and Choose the Sport(s) you are registering for (Use Add New Sport for a multi-sport athlete). **Register for all sports you are thinking about playing, even if you end up not playing that sport.**
7. Complete all required fields for Student Information, Educational History, Medical History, and Signature Forms. (*If you have used AthleticClearance.com before, you will select the Student and Parent/Guardian from the drop-down menu on these pages*).
8. You will need to complete and upload the **EL2 Physical Form** and the **BPS ECG Form**.
 - The **EL2 Physical Form** requires a doctor's signature and physical date. You will only upload page 4 of the EL2 Physical Form if the doctor cleared the student. You will also need to upload the EL2 Supplement Form if the student was not initially cleared and needed further evaluation.
 - The **BPS ECG Form** requires medical information and signatures. If you need assistance uploading forms and completing this part of the process, please contact the Athletic Director, Tony Riopelle.
9. Once you reach the **Confirmation Message**, you have completed the paperwork process.
10. All of your submitted data will be electronically filed with the West Shore Athletic Department for review. When the student has been cleared for participation, an email notification will be sent.

If you have any questions regarding the Athletic Clearance process, please contact the West Shore Athletic Director, Tony Riopelle: Riopelle.tony@brevardschools.org, 321-242-4730 ext.28622.

FAQ – Online Athletic Packet / Athletic Clearance

What is my Username?

Your username is the email address that you registered with. Remember, you will keep the same account for your child's middle/high school career. You will need to update it yearly, so please be sure to save your login and password information.

What if I play multiple sports?

On the first step of the process, you have the ability to “Add New Sports”. If you use this option, you will fill out the clearance one time and it is applied to all the sports selected. If you complete a clearance, you can come back at a later date and add other sports. You will click “Start New Clearances” and then autofill the student and parent information using the dropdown menus on those pages.

Where do I get the athletic forms? How do I scan my athletic forms?

Most forms will be completed with electronic signatures. You will need to SCAN the completed EL2/Physical and the ECG forms, and then upload them by using the CHOOSE FILE button during the registration process. If you do not have a scanner, you can use your cell phone to scan and submit your forms. You can also take a picture of the forms and submit the pictures. Again, you will only upload and submit the EL2/Physical and ECG forms. The EL2/Physical Form can be found at the bottom of the “medical” screen when filling out information. The ECG form can be found on the “files” screen when filling out information. The EL2/Physical and ECG forms can also be found on our school website by clicking the “Athletics” tab. The forms will be on the right side of the screen under “Important Documents”.

What needs to be done with the EL2/Physical form?

The form can be found on our school website by clicking the “Athletics” tab, and will be on the right side of the screen under “Important Documents”. It can also be found at the bottom of the “medical” screen when filling out information. The form needs to be printed off and completed – with a doctor's signature and physical date. You will then scan the form, and upload it for review.

What needs to be done with the ECG form?

The form can be found on our school website by clicking the “Athletics” tab, and will be on the right side of the screen under “Important Documents”. It can be found on the “files” screen when filling out information. The form needs to be printed off and completed. You will then scan the form, and upload it for review. Student Athletes must submit a new completed ECG form every year, prior to being able to participate in athletics (this includes conditioning, tryouts, practice, etc.). Student Athletes are required to have one ECG test performed before playing Middle School Athletics. They are also required to have another after entering 9th grade prior to playing High School Athletics. Parents/Guardians may opt out of the test each year by marking the 4th box.

- **For Middle School:** If a Student Athlete has had an ECG performed in 7th grade, and documentation is on file in the A.D.’s office of that test, then the Student Athlete does not need another test in 8th grade. The form must still be filled out and turned in – parents/students should mark the first box on the form in this instance.
- **For High School:** If a Student Athlete has had an ECG test performed in the 9th grade, and documentation is on file in the A.D.’s office of that test, then the Student Athlete does not need another ECG done for the remainder of his/her high school career. The form must still be filled out and turned in each year – parents/students should mark the first box on the form in this instance.

Why haven’t I been cleared?

The West Shore Athletic Department will review the information that has been submitted and either *Clear*, *Clear for Practice*, or *Deny* your student’s participation. This may take up to a week once the information has been submitted. You will receive an email when your student’s information is reviewed, and the student’s status is updated.

Other questions?

If you have any other questions, please contact the West Shore Athletic Director, Tony Riopelle: 321-242-4730 ext. 28622, Riopelle.tony@brevardschools.org