Athletic Clearance Process

No athlete may participate in athletics without a Clearance Card issued by the Athletic Director.

Overview

Athletes and Parents – Athletic clearance is required for all students who want to participate in athletics. All required athletic forms must be completed online, regardless of whether they were previously submitted by email, mail, or in person. Athletic Clearance is the website you will visit to submit these forms.

Before you Begin

To register for athletic clearance, a student identification number is required. This number can be found in the Focus Portal. To locate the student ID number, follow the steps listed below.

1. Login to the Focus Portal
2. Select "My Child Info" from the left menu
3. Locate the Student ID Number listed under the student's picture
4. Enter the full 10-digit number (beginning with 4400******) when registering with Athletic Clearance

Important Note: Missing or incorrect Student ID Numbers will result in denial of clearance. Please do not use a keysstudents email address when creating your clearance account.

Athletic Clearance Submission Instructions

1. Visit www.AthleticClearance.com
2. Register using a valid parent/guardian email and password.
3. Complete verification to activate account. If this step is skipped your account will not activate and you will need to contact athletic clearance to activate your account.
4. Login and select "Start Clearance Here" to start the process.
5. Choose the correct school year (e.g., 2026-2027 for Fall 2026 sports)
6. Select the school at which the student attends and will compete for.
7. Select ALL the sports the student will participate in for that school year.
8. Complete required sections: Student Information, Educational History, Medical History, and Signature Forms.
9. Optional donation to your athletic program. We greatly appreciate your support!
10. Submit the application. Once you reach the confirmation message, you have completed the process.

After Submission

- Print the confirmation message and submit it to the athletic department.
- If you would like to register for additional sports after submission, you may check off those sports below the confirmation message. Electronic signatures will apply automatically.
- All of this data will be electronically stored and reviewed by the school's athletic department.