

## Athletic Paperwork Information Sheet

Cape Coral High School now uses [www.athleticclearance.com](http://www.athleticclearance.com) to process the FHSAA and Lee County School District Mandated paperwork. Below is a step by step guide on how to download and submit this year's paperwork. Please keep in mind:

1. In order to abide by the FHSAA which regulates interscholastic sports in Florida, every student must turn in a birth certificate before competing for the first time at Cape Coral High School.
2. Every athlete must have accident insurance. If you do not have insurance, please come to the athletic office to obtain a school insurance application.
3. Documents that need to be uploaded to [www.athleticclearance.com](http://www.athleticclearance.com), page 2 of physical/el2.

The athletic office is here to assist you in becoming a Seahawk athlete; however, we cannot do your work. Make sure that you follow the instructions below and fill everything out, and download and then upload the required documents.

### Check List

- Go to [www.athleticclearance.com](http://www.athleticclearance.com). Click on the State of Florida
  - New users should watch video, *See How It Works!* On right side of screen
  - New users should register. The register button is located below the login box
    - Families with multiple student athletes only need one account
    - Enter the correct email address as we will be communicating with you via [www.athleticclearance.com](http://www.athleticclearance.com)
    - The final step in registering your account is entering the four digit code
  - On the Clearance page please click, *START CLEARANCE HERE!*
  - Choose school year that you will be participating in
  - Select School, Cape Coral (Section 3)
  - Choose Sport and click submit, this will bring you to a page that shows the five steps clearance process
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### Step#1

- Step #1, Student information
  - If student already exists select student under "Student already in the system"
  - If student doesn't exist, enter all the information correctly
- Step#1, Insurance, click yes or no
  - If yes, enter insurance information correctly
  - If no, please come to athletics for insurance options, a student cannot participate without insurance
- Step#1, Physician Information
  - Enter all information correctly
- Step#1, Education History
  - Choose correct description
  - If you are transferring from another high school, please click on the *Affidavit of Compliance with the polices and athletic recruiting & Non-Traditional Student Participation*

**PLEASE NOTE: YOU WILL NEED TO PRINT THE AFFIDAVIT OF COMPLIANCE, FILL IT OUT, HAVE IT NOTARIZED AND THE ORIGINAL TURNED INTO THE ATHLETIC DEPT. AT CCHS BEFORE YOU ARE CLEARED.**

**PLEASE NOTE: IF YOU ARE A FOREIGN BORN STUDENT, HOME SCHOOL, CHARTER SCHOOL OR FOREIGN EXCHANGE STUDENTS, YOU WILL NEED TO COME TO ATHLETICS AFTER YOU FINISH THE REGISTRAION/CLEARANCE PROCESS FOR MORE INFORMATION.**

- Click Save and it will direct you to the next page, Step #1 Continued
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#### Step#1 continued

- Step#1-Student Information-EL2/Physical Uploads
  - Click Download physical/EL2 Form here
    - Print this form out and take it with you to the doctor to get the student athletes physical
    - Once this document is filled out, you will need to upload **ONLY page 2** back into [www.athleticclearance.com](http://www.athleticclearance.com), on this page
  - IMPORTANT NOTICE
    - Below this heading you will find EL3-Consent and Release from Liability link that will allow you to down load this document
    - This documents must be filled in and notarized
    - The original document must be turned into athletics
  - Click save, this will bring you to Step #2
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#### Step #2

- Step#2-Medical History
    - Please fill out by choosing yes or no for every question
  - Click Save and this will bring you to Step#3
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#### Step #3

- Step#3-Parent/Guardian Information
    - If parent exists already, choose parent/guardian already in system and choose from drop down
  - If new parent please fill out all information correctly, some of this information will be used for the student athletes emergency cards
  - Click Submit this will bring you to step#4
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#### Step #4

- Parent/guardian signatures: Please read each section carefully sign
    - Code of conduct
    - EL3 Consent and Release from Liability Certificate for Concussions
    - EL3 Consent and Release from Liability Certificate for Sudden Cardiac Arrest and Heat Illness
    - EL3 FHSAA Established Rules and Eligibility
    - EL3 Consent and Release from Liability
      - By signing this page, you agree **to print out the EL3 Consent and Release from Liability form** and that you will get it notarized and bring the original to the athletics department
      - Students will not be cleared until the Consent and Release from liability is notarized and turned into athletics
  - Student signatures: Please read each section carefully sign
    - Code of conduct
    - EL3 Consent and Release from Liability Certificate for Concussions
    - EL3 Consent and Release from Liability Certificate for Sudden Cardiac Arrest and Heat Illness
    - EL3 FHSAA Established Rules and Eligibility
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      - By signing this page, you agree **to print out the EL3 Consent and Release from Liability form** and that you will get it notarized and bring the original to the athletics department
      - Students will not be cleared until the Consent and Release from liability is notarized and turned into athletics
  - Click Submit, this takes you to the Cape Coral Donation page
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#### IMPORTANT REMINDERS

1. Upload Page 2 of the physical to [www.athleticclearance.com](http://www.athleticclearance.com)
2. Print the EL3 Consent and Release from Liability Form
3. Fill out the EL3 Consent and Release from Liability Form
4. Get EL3 Consent and Release from Liability Form notarized
5. Bring the original EL3 Consent and Release from Liability Form to athletics
6. Bring Birth certificate to athletic office
7. Make sure you filled out all required info on [www.athleticclearance.com](http://www.athleticclearance.com)