

GILROY HIGH SCHOOL ATHLETIC CLEARANCE PROCEDURES

THESE PROCEDURES HAVE BEEN UPDATED (10/30/20). PLEASE READ THE ENTIRE DOCUMENT TO ENSURE A SUCCESSFUL CLEARANCE PROCESS.

THE CURRENT ATHLETIC SEASON IS CURRENTLY STILL BEING EVALUATED. WE WILL KEEP ALL ATHLETES UPDATED ON ALL INFORMATION

FORMS NEEDED FOR CLEARANCE (GUSD PHYSICAL FORM CAN BE FOUND GHS WEBSITE; GHS ATHLETICS; ATHLETIC CLEARANCE)

ALL FORMS BELOW WILL NEED TO BE SCANNED (NO PICTURES) AND UPLOADED AS A PDF DOCUMENT TO ATHLETICCLEARANCE.COM FOR CLEARANCE TO BE COMPLETED

1. ATHLETIC PHYSICAL - MUST BE DATED AFTER JUNE 15, 2020 TO BE VALID - SCANNED AND UPLOADED

**GUSD APPROVED PHYSICAL FORM
STUDENTS NAME/DATE OF BIRTH
SIGNED/DATED AND STAMPED BY THE PHYSICIAN'S OFFICE**

2. COPY OF MEDICAL INSURANCE CARD - MUST BE VALID

COPY OF FRONT/BACK - SCANNED PDF AND UPLOADED

3. ATHLETIC CLEARANCE CONFIRMATION PAGE

SIGNED/DATED BY STUDENT/PARENT/GUARDIAN - SCANNED PDF AND UPLOADED



ATHLETIC REGISTRATION:

STEP 1:

NEW STUDENT-ATHLETES:

1. **CREATE AN ACCOUNT** (ONLY ONE ACCOUNT NEEDED PER FAMILY) BY VISITING WWW.ATHLETICCLEARANCE.COM
2. CLICK THE "REGISTER" LINK TO START AN ACCOUNT. YOU WILL NEED A VALID EMAIL ADDRESS.
3. ONCE YOUR ACCOUNT IS CREATED, YOU WILL NEED TO VERIFY YOUR ACCOUNT. YOU WILL RECEIVE AN EMAIL ONCE YOUR ACCOUNT IS CREATED. CLICK THE LINK IN YOUR EMAIL TO START THE REGISTRATION PROCESS.
4. COMPLETE ALL REQUIRED FIELDS. UPLOAD ALL REQUIRED FORMS.
5. PRESS SUBMIT. YOU HAVE NOW COMPLETED STEP 1.

EXISTING STUDENT-ATHLETES:

1. **LOGIN** AT WWW.ATHLETICCLEARANCE.COM USING YOUR USERNAME/PASSWORD.
2. SELECT THE "NEW CLEARANCE" BUTTON (UPPER LEFT CORNER)
3. SELECT THE CURRENT SCHOOL YEAR AND SCHOOL (GILROY CIF-CCS)
4. SELECT YOUR EXISTING STUDENT ATHLETE
5. COMPLETE ALL REQUIRED FIELDS. UPLOAD ALL REQUIRED FORMS.
6. PRESS SUBMIT. YOU HAVE NOW COMPLETED STEP 1.

STEP 2:

1. YOU WILL RECEIVE AN EMAIL CONFIRMATION FROM ATHLETIC CLEARANCE.
2. STUDENTS/PARENTS/GUARDIANS WILL NEED TO SIGN AND DATE.
3. UPLOAD YOUR SIGNED CONFIRMATION PAGE TO WWW.ATHLETICCLEARANCE.COM BY LOGGING IN AND CLICKING THE PENCIL UNDER "UPLOADS" SECTION. ONCE YOU CLICK THE PENCIL, YOU WILL NEED TO CLICK ON "CHOOSE FILE" NEXT TO CONFIRMATION MESSAGE.

STEP 3:

1. STUDENTS WILL NOT BE COMING ONTO CAMPUS TO COMPLETE THE CLEARANCE PROCESS; THE ASB OFFICE WILL BE HANDLING ALL CLEARANCES. WE WILL BE CHECKING OUR RECORDS DAILY TO CLEAR STUDENTS WHO HAVE COMPLETED THEIR ONLINE REGISTRATION.
2. YOU WILL RECEIVE AN EMAIL CONFIRMATION ONCE YOU HAVE BEEN CLEARED BY THE ASB OFFICE.
3. IF THE ASB OFFICE FINDS THAT YOUR REGISTRATION WAS NOT COMPLETED PROPERLY, YOU WILL RECEIVE AN EMAIL STATING WHAT NEEDS TO BE COMPLETED BEFORE YOUR CLEARANCE CAN BE PROCESSED.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE ASB OFFICE AT 669-205-5480