



ATHLETIC CLEARANCE PROCESS

The Whittier High School Athletics Department is now utilizing an on-line service to facilitate our student-athlete clearance process. Completing the clearance process through www.athleticclearance.com will provide an easier, safer, and more efficient method to collect and secure the necessary information and items that are required by our school and district. The website offers a very good tutorial video that should answer all of your questions, but below are a few important points that will help make the process quick and easy for you.

CREATE ACCOUNT / LOGIN TO THE SYSTEM

- **NEW USERS** - You will need to click on register for your first use. Please remember and/or write down your password and keep it, as you will need it for future use. As soon as you register, a confirmation email will be sent to you --- you need to open that email and click on the link to “activate” your account and begin your first clearance.
- **RETURNING USERS** – You will need to login using the username and password you used to create the account.

ONCE YOU ARE LOGGED IN -

- Select “Start New Clearance here” to start the process.
- Choose the school year “**2018-2019**”, Select school “**Whittier - CIFSS**”, **choose sport** (select sport student will be playing first). **Athletes that play multiple sports will need to select additional sports that will be played during the school year when you get to the confirmation page of the clearance.**
- Follow the directions and complete all required fields for Student Information, Educational History, Medical History and Signature Forms as accurately as possible.
 - All fields are required and you will not be able to move forward with blank fields. If you do not have a particular type of phone number (home, business, cell), then please re-enter a phone number that you do have.
 - If you have an existing account please update student information as needed.
- Physical Examination / Cards –
 - A copy of our Physical Card is attached, as is the hold harmless form. It is also available on the Student Information Page on the AthleticClearance.com site.
 - Once your athlete has completed a physical evaluation, you will need to upload a copy of the signed form onto the AthleticClearance.com site (Student Information page). Please keep your original Physical Form, as you will also need to submit it to the Business & Activities Office in order to be officially cleared. To be valid, Physicals must be signed and dated after May 15th. Students will not be allowed to participate in practices, training, or games until all paperwork is completed, turned in, and signed off.
- If you have multiple student athletes, you will need to complete this process for each student. Once the first one is complete, click on the Start Clearance Process button to begin the second student.

COMPLETING THE CLEARANCE PROCESS

- **PRINT** the CONFIRMATION PAGE
 - Athletes that play multiple sports: Please select additional sports that will be played during the school year when you get to the confirmation page before you print it.
- **BRING** the signed Confirmation Page, Hold Harmless, and Physical Forms to the Activities Office.
- A confirmation email will be sent to you once you have completed the on-line forms and we have verified that your student-athlete has been officially cleared.

Please email janice.zolnekoff@wuhsd.org or call 562-698-8121 ext. 2010 with any questions that you have, or for any assistance. Thank you!