Quick steps for parents/students using the online athletic clearance process.

1. Visit the AthleticClearance website at: https://athleticclearance.nchsaahome.org/
2. Click on “Create an Account”
3. Register. PARENTS register with valid email username and password
4. Login using your email address that you registered with
5. Select “Start Clearance Here” to start the process.
6. Choose: 2020-2021 School Year
7. Choose: Union Academy
8. Choose Sport(s): (You can also “Add New Sport” if a multi-sport athlete.) Electronic signatures will be applied to the additional sports/activities.
9. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms.
   • Even if your child is NOT participating in Football during the 2020-21 year you will be prompted & required to sign and accept the “Football Assumption of Risk” form.
   • If you have gone through the AthleticClearance.com process before, you will select the Student and Parent/Guardian from the dropdown menu on those pages.
10. Once you reach the Confirmation Message (if your school uses it) you have completed the process.
11. All of this data will be electronically filed with your school’s athletic department for review. When the student has been cleared for participation, an email notification will be sent.
Online Athletic Clearance FAQ

What is my Username?
Your username is the email address that you registered with.

Multiple Sports
On the first step of the process you have the ability to “Add New Sport.”
*Please complete this step if your student athlete intends to participate in multiple sports during the 2020-21 academic year.*

For example: If your daughter wants to participate in volleyball (Fall), swim (Winter), and track (Spring), please select all options.

*If unsure of your student athlete’s participation, please select all that may apply.* For example: If during the Fall of 2020, your daughter plans to try out for volleyball but may also have interest in Women’s Tennis, please select both.

By using this option, you fill out the athletic clearance packet one time and it is applied to each sport selected.

If you complete a clearance packet and come back at a later date to add a sport, you will “Start New Clearance” and then autofill student and parent information using the dropdown menus on those pages.

Physicals
The physical form can be downloaded on the “Files” page. Union Academy will accept the physical upload as well as turning in a hard copy to the athletic department. If you have any difficulty uploading the 3 pages of the student’s athlete’s forms please contact:

Michelle Phifer, Athletic Director at mphifer@unionacademy.org or Greg Gregory, Assistant Athletic Director at ggregory@unionacademy.org

Why haven’t I been cleared?
Union Academy Athletic Department will review the information you have submitted and clear or deny the student’s athlete for participation. If the student athlete is **denied**, you will be contacted at the email address provided informing you of the reason and if any further documentation is needed.
You will receive an email when the student’s status is updated.

Why if my sport is not listed?
Please contact Michelle Phifer, Athletic Director at mphifer@unionacademy.org and ask for your sport to be activated.

Questions:
Go to Support.AthleticClearance.com and submit a ticket.