

# USD 232

## 2015-16 Athletic Participation Registration for Parents & Students

### How-To Document

Before students may participate in any KSHSAA-sponsored activity (including try-outs and practices), parents and students must both complete the Athletic Participation Registration process. Students must also have a physical completed by a licensed physician.

#### Things to Know Before Starting

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- Either guardian in Family 1 (as designated in Skyward) may complete the Athletic Participation Registration.
- Students will complete the process using their own Family/Student Access account.
- Parents – If you don't know the login information for your Family Access account, click the **'Forgot your login or password?'** link on the Family/Student Access login page. Enter your email address and click **Submit**. If the school has a matching email address on file, an email will be sent to that address with information on how to log in. If the school does not have your email address on file, call the school office for assistance.
- Students – Log into Family/Student Access using your district login name and password.
- Each step must be completed and checked-off before the entire process can be finalized.
- Set the internet browser to allow pop-ups.

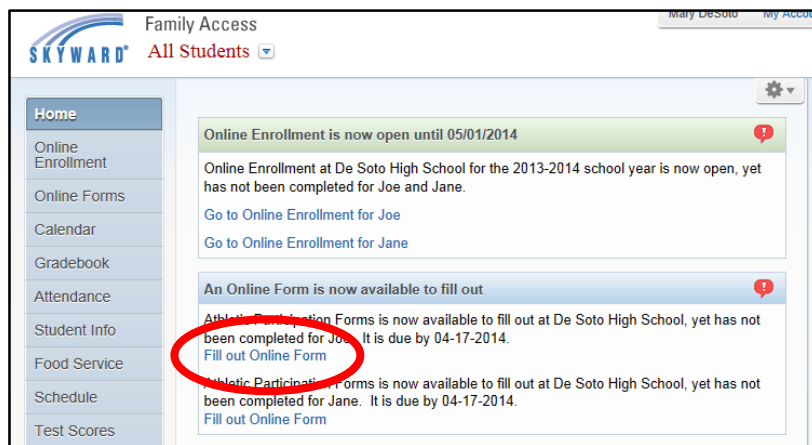


Acrobat Reader must be installed on your computer in order to open the PDF documents. This is a free download available at <http://get.adobe.com/reader>.

#### Getting Started

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- Log into your Family/Student Access account.
- Click the **Fill Out Online Form** link under the Online Forms section. Parents - If you have more than one child in the district, complete the process for each child who might participate in the athletic program.



### **Step 1 – Documents to Read – For both parents and students**

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Click **1. Documents to Read**, then click the **Documents to Read** link which connects to documents regarding athletic participation for the upcoming school year. Please read all documents now before going on to Step 2 as you will be asked to confirm that you acknowledge and understand the information presented on these documents.

When completed with Step 1, click **Complete Step 1 Only**. Do this after each step.

### **Step 2 – Authorization and Acknowledgements – For both parents and students**

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Click **2. Authorization and Acknowledgements**, then click the **Authorization and Acknowledgements** link.

By entering your name on this form you are asserting that you have reviewed and agree to the information contained in the three documents presented in Step 1. After entering your name and the date, click **Save**.

**Students** – go to directions for Step 4 – you are ready to complete the process.

**Parents** – go to Step 3.

### **Step 3 – Emergency Medical Authorization Form – Only available for parents**

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Click **3. Emergency Medical Authorization Form**, then click **Emergency Medical Authorization Form** link.

Information that is currently stored in Skyward for the student will be displayed on this form. Updates or corrections to this information should be indicated on the student’s enrollment form that was sent home in the enrollment packet and returned to the school.

Please enter additional information in the boxes that are outlined in red. After completing all the information, click **Save**.



### **Step 4 – Complete Athletic Participation Registration – For both parents and students**

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Click **4. Complete Athletic Participation Registration** to finish the process. Review the steps to confirm you have completed all steps then click **Submit Athletic Participation Reg.**

If changes are required after completing the process, you can re-open the Athletic Participation Registration process as long as the registration period is open by clicking the Online Forms link in Family/Student Access.

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