

Cypress Lake High School High School Athlete Clearance Instructions

First Time Users:

1. Go to www.athleticclearance.com
2. Choose FL then watch the tutorial video BEFORE creating your account.
3. Click on the “register” link. Fill in your first and last name, email address and choose a password. Click Submit. You only need one account per family and siblings are registered from the same account. Your information will be saved from year to year.
4. Log in to your account by using the code that pops up.
5. Click on the “Start Clearance Here” button to start a clearance.
6. Select the Year: 2017-2018, School: Cypress Lake High Sport: Region 3 Select your first sport from the drop down menu - Click Submit. You may add other sports at the end of the registration process.
7. Fill in all required information on this page and click Save.
8. Uploads for Physical Form, Proof of Insurance, and original Birth Certificate: You will need to scan each of these documents and save to your computer. Two uploads are labeled for you. When uploading forms use the “**choose file section**” **NOT** the “**choose from documents library**” section. Please use “Additional Forms” to upload your birth certificate. You must have all three of these documents on file to be cleared. Physicals are valid for 365 days.
9. Once all information has been inputted on a screen, click Save.
10. Fill out the Medical History (Step# 2) – Add additional details in the box provided for “yes” answers then click Save.
11. Fill out the Parent/Guardian Info (Step# 3) –. You will also need to add an additional emergency contact.
12. Step# 4: Signature Forms. This step is broken up into two sections (parent) and (student). The parent/guardian is to read the forms on the right side of the screen and electronically sign them by typing their name on the left side of the screen. The student should do the same for the forms listed under the “student” section.
13. After you have completed this step, a confirmation letter will generate Print and sign this page. –Your student must bring the signed confirmation page to the Athletic Office for approval. Print and complete the **Consent and Release** form on the Athletic page. This page will need to be notarized with parent signature. There is a notary at school during school hours for your convenience.