

Instructions for uploading ECG/Physical paperwork

## PROCESS FOR ATHLETIC CLEARANCE

### Step One

Obtain or print a physical copy of the EL2 Physical Form and OCPS Cardiology Report form. The copies can be found on the rising freshmen section of our website located at <https://afjrotc-fl-802.weebly.com/rising-freshmen.html>

### Step Two

Take the Physical Form and OCPS Cardiology Report form to your physical and ECG appointment. These forms must be completed by the physician. OCPS will not accept any other forms for this process.

### Step Three

Create an account at <https://athleticclearance.fhsaahome.org/>

You can create a separate account for each student in your home, or parents can create ONE account to manage multiple students.

1. Click the link above. Watch the video if you would like.
2. Click "Create Account"
3. Enter the name of Parent OR Student (parent preferred) - whoever is going to complete this registration and upload process, and fill in the rest.
4. Click "Start Clearance Here"
5. Follow prompts:
  - a. Select "2023-24" from drop menu
  - a. West Orange (Winter Garden)
  - b. Sport: Select "ROTC", **AND** any sport you might try to participate in
  - c. Click "Next"
6. STUDENT INFORMATION
  - a. Ignore "Choose existing student" unless you've already created an account and added students
  - a. Enter student information in the prompts
7. PARENT INFORMATION
  - a. Enter Information
8. MEDICAL INFORMATION
  - a. Follow Prompts
9. SIGNATURES
  - a. Student signatures
  - a. Parent signatures
10. FILES
  - a. Upload EL2 Physical form (three pages in one file) in the first blank
  - a. Upload OCPS Cardiology Report form (one page) several blanks down on the page
  - b. Upload ONLY the EL2 and Cardiology Report, you can ignore the rest of the upload boxes.

### Step Four

Wait for clearance!