



Athletic Clearance Guide - 2024-2025

Step-by-step assistance for LCC Day School parents/guardians and students

Logging In

1. Visit **AthleticClearance.com**. Click on the State of Florida button.
2. Click on **Create an Account** if you've never used the Athletic Clearance website before or click **Sign In** if you have previously created an account. *Watch **Florida: How to use Athletic Clearance** Video on <https://athleticclearance.com> website if needed.*
 - a. Add **First Name, Last Name**
 - b. Add **Email** - Enter one email address for the family account. The athletic clearance approval email for the student will be sent to this email address.
 - c. Add **New Password** – Password must include uppercase letters, lowercase letters and 1 special character (ie. @, #, \$, !).
 - d. Confirm **New Password** – Enter the new password a second time here.
 - e. Click on **Register**
3. **Sign In** using the email and password provided in b. and c. above.

To Begin the Clearance Process

1. Click on the blue **Start Clearance Here** (or Add New Clearance if the student is returning) button to start the process.
2. **YEAR** - Pull down the Select box to choose the **YEAR** the student plans to participate.
 - *Example: Volleyball in August 2024 would be the 2024-25 School Year.*
3. **SCHOOL** - Pull down the Select box to choose **LCC Day School** from the list of schools.
4. **SPORT** - Pull down the Select box to choose the **SPORT** one student will play. If you have more than one student, complete all details for one student first. Then go back to "**Start Clearance Here**" (step 1 above) and complete the process for another student.
 - The system requires that at least one sport be selected. Please choose any sports your student might be interested in playing. It's better to select a variety of sports to prevent having to complete another clearance for an additional sport later.
 - **MULTI-SPORT ATHLETE** – Select a **SPORT** the student will play. Then click **Add New Sport** to enter each additional sport to be played during the school year.
 - Please note - If your student has already been cleared for another sport within the same school year using the athletic clearance process system, you must select the Add New Clearance blue button to add the new sport.
5. Click **NEXT** to go to STUDENT information.

Student Information

Complete all fields for Student information. (This information will be auto filled for you in the future.)

- **CHOOSE EXISTING STUDENT** - If you have gone through the AthleticClearance.com process before, click Select, then pull down and click on the correct student's name.
- For **STUDENT ID** – click on **Student ID not known**
- **Please be advised that all students must be covered by insurance before athletic clearance is approved. If your student does not have insurance, click no and follow the directions on the computer screen.**

- Click on **Save & Continue** to progress to Parent/Guardian information.

Parent/Guardian Information

Complete all fields for PARENT/GUARDIAN information. (This information will be auto filled for you in the future.)

- **CHOOSE PARENT/GUARDIAN** - If you have gone through the AthleticClearance.com process before, click Select, then pull down and click on the correct parent's/guardian's name.
- Click on **Save & Continue** to progress to medical information.

Medical Information

Answer **Yes or No** for all fields concerning MEDICAL information. If YES is selected, you may be prompted to provide additional information.

- In the pink box at the bottom of the screen, click the paperclip icon to download and print the FHSAA EL2-Preparticipation Physical form. Once the form is complete, you will **UPLOAD PAGE 4 ONLY** on the FILES page of the athletic clearance process. (This will meet the FHSAA physical requirement.)
 - The EL2 Pre-Participation Physical form must be signed AND dated by a parent/guardian, the student and the student's physician.
 - The form must be uploaded as a PDF document. No photos (.jpg, .png) accepted.
 - We recommend [Adobe Scan \(a free phone app\)](#) for turning photos of documents into PDFs, if needed.
- Click on **Save & Continue** to progress to PROGRAM INFORMATION.

Program Information

Complete all fields for PROGRAM INFORMATION. If there are no Programs to fill out, it will take you to the Signature page.

- If it does not automatically take you there, Click on **Save & Continue** to progress to SIGNATURES.

Signatures

There are two pages of signatures in this section. The first page is for STUDENT SIGNATURES. The second page is for PARENT/GUARDIAN SIGNATURES.

Both students and parent/guardian will be required to read and sign. Please continue the process below with both the student and parent/guardian available:

1. LCC Day School Athletics Handbook Acknowledgement
 - **If you'd like, click the paperclip icon and download the Athletics Handbook to your computer.**
 - Read the 2024-2025 Athletics Handbook.
 - Type name where indicated for signature.
2. EL3- Consent and Release Liability Certificate for Concussions
3. EL3- Consent and Release from Liability Certificate for Heat-Related Illness
4. EL3- Consent and Release from Liability Certificate for FHSAA Rules
5. EL3- Consent and Release from Liability Certificate
6. EL3- Consent and Release from Liability Certificate for Sudden Cardiac Arrest

For Forms 1-6 students and parents/guardians should:

- Read the information
- Type name where indicated for signature

Parents will also need to read and sign the STATEMENT OF CONSENT form.

Click on **Save & Continue** to progress to FILES.

Files

On this page, you will

1. **Upload the student's EL2 PreParticipation Physical Form (Page 4 only)** Be sure that the physician has signed and dated this page (middle of the page), that the physical date is visible (middle of the page) and that the athlete and parent have both signed and dated the form (bottom third of the page).

****Forms must be uploaded as PDF documents. No photos (.jpg, .png) accepted.**

We recommend [Adobe Scan](#) (a free photo app) for turning photos of documents into PDFs.

You are NOT required to upload the other forms on the

Click on **Save & Continue**.

Next, you will see a **Confirmation Message** on the screen indicating that the athletic clearance process has been completed.

Please understand that the information entered during the athletic clearance process will be electronically filed with the LCC Day School Athletic Office for **REVIEW**. **When the student has been cleared for participation, an email notification will be sent to the email address provided in the athletic clearance process.**

Should you have questions or need assistance with the athletic clearance process, please email cweber@lccdayschool.com or call 727-522-8331.