

# Sugarloaf School Clearance Instructions

- **No athlete is cleared for participation without a Clearance Card issued by the Athletic Department.**

Athletes and Parents – [www.AthleticClearance.com](http://www.AthleticClearance.com) is where you complete your clearance to participate in Sugarloaf School Athletics. All required athletic forms must be completed online. This includes all students who have turned in forms via email, mail, or in person.

Please be prepared with the following items to complete your submission:

- To register for Athletic Clearance, a student identification number is required. This number can be found by visiting the Focus Portal.
  - The steps to view a student identification number are as follows:
    - Please log in to: <https://monroe.focusschoolsoftware.com/focus/?skipSAML>
    - Once you are logged in use the menu on the left to select My Child Info.
    - Student's ID can be found under their picture. Insert the full 10-digit number beginning with 4400\*\*\*\*\* when registering with Athletic Clearance. **If their Student ID # is missing the clearance will be denied.**
- Students must complete and upload certificates for the three required courses through [www.NFHSLearn.com](http://www.NFHSLearn.com).
  - [Click here for the NFHS Concussion, Cardiac Arrest and Heat Illness Course Instructions](#)
  - **ALL UPLOADS MUST BE UPLOADED AS A PDF FILE OR A JPEG FILE.**
- Students must provide insurance information. If your child doesn't have insurance, you can purchase insurance. [Click here to sign up online: K-12 Enrollment](#) and upload your receipt as proof of insurance.
  - [Student Insurance Information \(English\)](#)
  - [Student Insurance Information \(Spanish\)](#)
- A current physical must be uploaded or on file before participating in KWHS Athletics. Physicals last 365 days. The [FHSAA EL2 Physical Form](#) must be completed by a physician. Please be sure that the Physician stamps the physical in addition to signing it.
  - To complete your physical through AHEC, call [305-743-7111 ext. 210](tel:305-743-7111) to schedule an in-person patient visit.
  - Sugarloaf School AHEC Schedule:
    - Wednesday & Friday 7:30 AM – 3:00 PM
- A Consent for Medical Treatment Form must be filled out, signed, and notarized. It then needs to be uploaded as a PDF or JPEG.
  - [Consent For Medical Treatment Form](#)

Athletic Clearance is accessed by following this link: [www.AthleticClearance.com](http://www.AthleticClearance.com)

There is a video on the landing page to assist you.

SLS can assist any athletes who have no access or need assistance throughout the process. Please contact the office at 305-745-3282 or contact Mr. Reininger via email at [brian.reininger@keysschools.com](mailto:brian.reininger@keysschools.com)

Instructions for Online Athletic Clearance:

1. Visit [www.AthleticClearance.com](http://www.AthleticClearance.com) and choose your state.
2. Register. Parents register with a valid email username and password. You will be asked to type in a code to verify you are human. If this step is skipped your account will not activate. (If this step is skipped, please contact Athletic Clearance to activate your account)
3. Login using your email address that you registered with.
4. Select "Start Clearance Here" to start the process.
5. Choose the school year in which the student plans to participate. Example: Football in Sept 2023 would be the 2023-2024 School Year.
6. Choose the school at which the student attends and will compete for (Sugarloaf School)
7. Choose Sport. Choose **ALL** the sports the student will be participating in that school year.
8. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms.
9. Optional Donation to your athletic program. We greatly appreciate your support!
10. Once you reach the Confirmation Message, you have completed the process.
11. If you would like to register for additional sports/activities, you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities.
12. All of this data will be electronically filed with your school's athletic department for review.

After all steps are completed, the athlete will be issued clearance by the Athletic Department.