**Completing Athletic Paperwork**

**University High School**

Thank you for your interest in participating on an athletic team at University High School. Currently UHS uses an online forms collection platform to collect needed athletic paperwork.

**Please DO NOT register, complete or sign forms or watch mandatory videos for the 2023-2024 school year until after June 1, 2023. (Exception: Those trying out for Fall Cheerleading)**

Any student wishing to participate in any UHS athletic activity, including conditioning, open field/gym, tryouts, practice or competition are required to complete **ALL** athletic paperwork online and turn in a current and valid athletic physical.

**Below are a couple of tips to help you complete this process**.

1) This process must start with the parent/guardian. The parent or guardian must register with Final Forms, the **website link is posted on our Athletic page on the school website** and on the first page of the **Parent Direction sheet that is attached.**  If a parent needs/wants to view the forms in a different language, they may select the Google translate button when registering.

2) After the parent registers, they must register their student and select a sport. If a parent does not select a sport, you will not be given all the paperwork. The system gives you the correct paperwork based on the sports you select. Signing up for a specific sport does not force you to tryout or join if you later change your mind, nor does it guarantee that you will make the team should their be tryouts or you are otherwise deemed ineligible.

3) The parent must complete all of the online forms and “electronically” sign each form at the bottom of the page.

\*\*\*\*4) The very last form is titled **“FHSAA Athletic Phyusical Exam Form**”. You need to sign the online form. There is also a red “click to print” link in the middle of the screen. Please print. This printout will be 5 pages long. Please DO NOT DOUBLE SIDE print this form. This is the physical form that you will take to your physician to obtain an athletic physical. (Please note that often doctor’s offices and clinics do not keep up with the most recent version of the FHSAA approved physical form (EL 2) or they try to use a Department of Health physical form.) Please note that we are not permitted to accept a Department of Health physical form or EL 2 form with a date prior to 3/2023 for a sports physical. If an incorrect form is submitted, it will be the parents responsibility to return to the healthcare provider to have the physical form redone on the correct form. \*\*\*\*\*\*

5) The signed Page 4 of the physical form should be turned into the Athletic Office at the school. Please do not turn this paperwork into a coach. Please note that a physical is valid for 365 days from the date it was given.

6) Three of the forms you will be completing reference 3 videos that every student-athlete (not parent) must watch yearly. Your student must watch each video and provide you with a competition code that you will put in the form and then sign it. You do not need to print off the certificates. Please know these videos must be watched every new school year. Specific directions are attached.

7) After the parent completes and signs all the forms, the student will get an email to create a password for FinalForms and sign their paperwork. A student will not receive this email until the parent completes and signs all their paperwork.

**Additional Notes**

1) In following years, you will need to “re-sign” each form. Unless a piece of information has changed, the forms will auto-populate with information from the previous year.

2) If you have several high school student-athletes or have students that move up to UHS, you can sign into your parent account and add another student. The forms for those students would auto-populate with information that would be same for all of your children.

3) You and your child will receive emails from FinalForms when your student’s physical is nearing expiration.

4) **Please use different emails for you and your student**. Do not use the same email for both. Your child has an email account from the school that can receive emails from FinalForms and should be checked regularly for email from the school.