

## Instructions for filling in forms for Athletic registration

Besides the required forms – every Athlete must complete the online free course covering Concussions on the NFHS website – per FHSA.

Please make sure to upload files to the correct file, and do not upload multiple form into one file.

- 1) All lines, on every form must be filled in – no blank lines. If something does not **apply – please place either “NA” or “None” on the line/space.**
- 2) **EL2 – Physical** -This is a 3 page form – all 3 pages must be completed and up loaded.

**Page 1 – Family history.** The top of the form must have all information filled in – again if something does not apply – put “NA”. The questions with “yes and no” answers must all be answered – and any “yes” answers must be explained at the bottom. Last – both student and parent must sign and date the form.

**Page 2 – Dr. Exam.** The Dr. is to fill in this page – that includes information at the top. The section called “Findings” must be checked off and initialed by the Dr. The bottom must have the box in the upper left corner “without limitations” checked, and it must be signed, stamped by the Dr. office, and dated. This the area a Dr. may refer the student to a specialist.

**Page 3 – Dr. referral.** This page is used for a referral to a specialist by the Dr. If there is no referral – “NA” is acceptable

- 3) **EL3 – Consent and Release from Liability** – 4 pages. All lines/ blanks must be filled in and all pages must be uploaded.

**Page 1** – All lines must be filled in. Please make sure that Part 2, Line A either has exceptions listed, or that if there are no exceptions – “NA” or “None” is used. Please do not list the actual sport(s) they will participate in – it will make them ineligible for that sport(s). Make sure parent and student sign/ date this, and every page.

**Pages 2-4.** Make sure to fill in “school” and “District”, then signed/ dated by both student and parent.

- 4) Copies of the birth certificate, and both sides of the insurance card must be uploaded. The proof of insurance **MUST** either have the student name, or

“family plan” on the card. If it doesn’t, please contact the insurance company – they will forward an email for who is covered. Upload that with the card. Military needs to do the same. This is required by Risk Management of BCPS.

- 5) All other forms – such as Memorial Health and IMPACT – for must be completed, signed , and dated as all other forms.
- 6) Forms should be either laid out side by side – photographed and uploaded as one file, or use a scanning app to make one file and upload. When each page is uploaded, as a separate file by itself, only the last page will be saved – not all pages.