

## PARACLETE ATHLETIC CLEARANCE INFORMATION

**\*\*To Be Done Each School Year\*\***

### CHECKLIST TO PARTICIPATE IN SPORTS AT PHS:

1. **Paperwork to Play - PROOF OF PHYSICAL FORM:** SIGNED, STAMPED, DATED, & UPLOADED to Home Campus
2. **Paperwork to Play - BLUE (or YELLOW) CARD:** SIGNED, UPLOADED to Home Campus, & TURNED IN at the Front Office
3. **Home Campus – APPLICATION 25-26:** new one each year, **CLEARED** online
4. FULLY ENROLLED at Paraclete High School
5. ACADEMICALLY ELIGIBLE

**REMINDER: STUDENT-ATHLETES MUST BE **CLEARED** THROUGH HOME CAMPUS IN ORDER TO TRY-OUT, PRACTICE, PARTICIPATE, OR PLAY.**

### Paraclete Athletic Clearance Explained

1. **Paperwork to Play - PROOF OF PHYSICAL FORM:** Attached to the packet you will find the standard physical form used by CIF; alternate forms such as those used by Kaiser are acceptable. Once your physical form has been completed, you will **upload the page signed by your doctor (signed, dated, stamped) to Home Campus**. A hard copy of the physical DOES NOT need to be turned into the Front Office this year, but you should keep the hard copy for your records and in case the upload is hard to see. Physicals are valid for 365 days from day of exam.
2. **Paperwork to Play - BLUE (or YELLOW) CARD:** Complete the blue card (yellow card for transfers only), **upload both sides of the card** to Home Campus, and **turn it in** at the Front Office. Unlike past years, the card DOES NOT need to be signed by the doctor.
3. **HOME CAMPUS - ACCOUNT & APPLICATION:** Home Campus is the CIF clearinghouse used to check eligibility clearances for all athletes and coaches, & PHS uses it year-round. Attached you will find a page explaining how to create an account on Home Campus. Be sure to select all sports your athlete may play to prevent delays in other seasons. **\*A new Home Campus application will be done every school year.**

All paperwork must be uploaded/turned in (as applies) before the clearance process starts. If any part is missing, clearance will be **DENIED** until complete; an email with the categories that are missing will be sent.

## Incoming Freshmen Athletes

- #1-5 on the Checklist apply.
- Follow the set-up instructions to create an account on Home Campus from the instruction page attached or on the PHS Athletics website.
- Create **an application for the 2025-26 school year** through Home Campus account.
- Upload your paperwork - **proof of physical & blue card** – to the application.
- Turn in your **blue card** to the Front Office.

## Returning Athletes (non-transfers)

- #1-5 on the Checklist apply.
- Access your **existing** Home Campus account.
- Create **a new application for the 2025-26 school year** - it should allow you to import your information from last year. *\*\*Be sure that you select the **new school year** – do not update your application for this past school year as that will not be seen.*
- Upload your new paperwork - **proof of physical & blue card** – to the new application. If your physical is still valid (good for 365 days from date of exam), it should automatically carry-over to your new application. If it does not, upload a copy to the new application.
- Turn in your **blue card** to the Front Office.

## Transfer Athletes

- #1-5 on the Checklist apply.
- Follow the set-up instructions to create an account on Home Campus from the instruction page attached or on the PHS Athletics website.
- Create **an application for the 2025-26 school year** through Home Campus account.
- Upload your paperwork - **proof of physical & yellow card** – to the application.
- Turn in your **yellow card** to the Front Office.
- Paperwork for transfers is on the Athletic page of the PHS website - look at the Flow Chart & turn in the **Transfer Worksheet**.
- Make an appointment with Dr. Sandberg for a Transfer Meeting: [ksandberg@avphs.net](mailto:ksandberg@avphs.net)

Parents, students, and Varsity head coaches for each sport should all receive an email when a student is cleared/denied/etc. The status may also be checked through their Home Campus account.

**Remember that no one – new or returning - may tryout/participate/practice/play until CLEARED in Home Campus.**

Packets with physical forms and blue cards and separate blue and yellow cards (for transfers only) may be picked up in the Front Office.

PHS Athletics webpage: <https://www.paracletehs.org/athletic-information/>

Questions: Dr. Kris Sandberg, Assistant Athletic Director

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