

Charlotte High School Online Athletic Clearance

1. Go to www.athleticclearance.com. Click on the Florida picture.
2. Click on "**Create an Account**" and follow steps. **Or Sign in if you have previously created an account.** Watch tutorial video if help is needed.
3. **Register. PARENTS** register with valid email username and password.
4. Login using your email address that you registered with.
5. Select "**Start Clearance Here**" to start the process.
6. **Choose the School Year** in which the student plans to participate. *Example: Football in Sept 2024 would be the 2024-2025 School Year.*
Choose the School at which the student attends and will compete for.
Choose Sport. *You can also "**Add New Sport**" if a multi-sport athlete.
Electronic signatures will be applied to the additional sports/activities.
7. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms. **(If you have gone through the AthleticClearance.com process before, you will select the Student and Parent/Guardian from the dropdown menu on those pages)**
8. Upload the physical form (**EL2 page 4 only**). **It must be completely filled out including all signatures.** You must upload your physical to be cleared. Physicals are valid for 365 days. If the athlete does not have medical insurance, you can purchase insurance online at www.schoolinsuranceofflorida.com.
9. Once you reach the **Confirmation Message**, you have completed the process.
10. All of this data will be electronically filed with your school's athletic department for **review**. When the student has been **cleared for participation**, an email notification will be sent to the parent.

If you have any questions, feel free to contact the athletic department at 941.575.5450 x *7004