

Step by Step Directions for Navigating Athletic Paperwork

Special Elk Plain K-8 version

Our online forms are handy, but there's a lot of them, and there are a four specific things you'll need to do unique to Elk Plain. Those specific things are highlighted in yellow below.

1. From the Elk Plain Athletics Page click on the school where you plan to turn out for sports.
2. The first thing that will come up is the Bethel School District Athletic Handbook. Even if you've seen these materials before, PLEASE READ THROUGH THEM CAREFULLY. When you get through the document click 'continue' at the bottom.
3. Next come notices about Health Concerns including Cardiac Arrest and Concussion. Please read through these materials as well, and click 'continue' to proceed.
4. This next form you'll have to sign electronically verifying that you've read and understand the materials on Cardiac Arrest and Concussion. You must type your name into both boxes, then hit 'continue'.
5. The next has a title "Athletic Forms" at the top. It's got a list of questions about names, addresses, school, etc. **IMPORTANT: For school attending, choose Elk Plain.** This page won't let you move on until you've filled all the boxes. When you've done that, click 'continue'.
6. This next page is confusing. The first thing you'll see is 'Fall Sports'. That's fine if it's fall, but if you're looking for Winter 1, 2, or spring, you'll need to click the 'continue' button until that season comes up. When you've got the season you want, choose the sport from the menu box with the up/down arrows. Next, click 'continue'.
7. You should now be on the page for the you're turning out for. It will give specific expectations for turning out, practice, games, and in general. Parents and students need to sign this form electronically. Click 'continue'.
8. Next is another form to sign electronically: Warning/Agreement to Obey Instructions. Although there are blanks in the text of the form, you'll

only be able to sign/write in the boxes. Click 'continue' when you're ready.

9. This next page is confusing. If you plan to turn out for more sports this year, you can click on a selection taking you to that season. If you don't plan on turning out for more sports or you aren't sure, click the 'if you are done with sports' option and click 'continue'.
10. Next comes the insurance page. If you have your own insurance, you'll be asked to fill in the name of the company and policy number. There are more questions, some repeats of previous ones – sorry, and places for electronic signatures. **IMPORTANT: One of the questions asks if the student is attending their school of residence. Click 'yes'.** I know, Elk Plain is not a residential school. It's okay – click 'yes'.
11. **Next comes another question about what kind of school the student is in. Choose 'School of Residence'.**
12. Next comes the Physical Form. Students need an annual physical on file with school before they can turn out for sports. You'll have to print this form out and have it filled out by the student's doctor. **Turn the completed form in to the Elk Plain office and we will scan it to the school where they're turning out and keep the original copy in our office.** If you have already submitted a physical during this school year, check the date it expires. They're good for 1 year. If the physical is expired or will expire during the season, you'll need to get a new one. Click 'continue'.
13. Page 2 of the physical form. Print this out for the doctor as well. Click 'continue'.
14. The consent form. You'll need to click 'agree' on each item before you can click 'continue'.
15. You're almost there! The final page is the year calendar for the district. At the bottom of the page you can click 'submit', and all your materials (except your physical forms) will be routed to the school you plan to turn out at.