

Frequently Asked Questions About the Online Athletic Clearance Process

Q: Why do I have to create an online account to get cleared to play sports?

A: Athletic clearance is a process required by the CIF which includes obtaining a physical from a health practitioner, providing contact and medical information, and signing statements acknowledging the risks of participating in sports, etc. By collecting all required information through AthleticClearance.com, school administration and coaches will have immediate access to your current contact and medical information in the event of an injury (from anywhere at any time). The online system also streamlines the clearance process for families with more than one student-athlete and makes the process easier in the years to follow.

Q: How do I create an online athletic clearance account?

A: Use the link on www.westlakeathletics.com to navigate to AthleticClearance.com. Use the “Athletic Clearance Instructions” document (also available on www.westlakeathletics.com) to guide you through the process.

Q: Where do I get the school’s physical form and what do I do with it after I get my physical?

A: The two-page physical form can be obtained from the Athletics office, downloaded from www.westlakeathletics.com, or downloaded from your account at AthleticClearance.com. Once completed, it must be uploaded to the physicals section of your online clearance (detailed instructions for this can be found in the “Athletic Clearance Instructions” document). If you are unable to upload the physical, a paper copy may be turned into the Athletics office.

Q: What if I do not have a physical when I am creating my online clearance(s)?

A: Click “save” to skip to the next step. You may return to your clearance at a later date to upload your completed physical. Once you upload your physical to one clearance, it is applied to all clearances within the same school year.

Q: Since all information is collected online, is there anything I need to turn into the Athletics office?

A: Yes, the confirmation/consent letter that appears at the end of creating your clearance must be printed, signed, and turned into the Athletics office.

Q: If I get cleared for one sport, am I cleared for all sports?

A: No, you must create a clearance for each sport you wish to participate in and submit a signed confirmation/consent letter for EACH SPORT.

Q: I've completed everything online and uploaded a physical, but it still says "uncleared." What am I missing?

A: You may not be missing anything. This system is not completely automated. Athletic personnel must review each clearance that is submitted, make sure the uploaded physical is complete and valid (not expired), and confirm that the confirmation/consent letter has been turned into the Athletics office. If the clearance meets all of those criteria, then the student will be cleared to participate in that specific sport. Once cleared, an email will be sent to the address used to create the account and the clearance will say "cleared" on your account home page. The status under the "physicals" section may still say "pending" or "in-process" even after the student has been cleared.

Q: I created my online clearance and uploaded my physical, but I did not print the confirmation/consent letter for my sport. What do I do?

A: You can access the confirmation/consent letter at any time by logging into your account and then clicking on the "view" link under the "confirmation" heading of your sport's clearance. You can then print it and submit it to the Athletics office.

Q: I was cleared for my sport last year, and my physical has not expired, am I still cleared to participate this year in the same sport?

A: No, though you will not need to get a new physical until the old one expires, you still need to create a new clearance for the new school year, upload your still-valid physical to the new clearance, and submit a new confirmation/consent letter for that sport. If you uploaded your physical to your clearance last year yourself, it should be in your "Documents Library" in your AthleticClearance.com account. When creating your clearance for the new school year, use the "Choose from Documents Library" option to attach the physical from last year to your new clearance for this year. If the Athletics office uploaded your physical last year, your physical will not be in your documents library. You may ask the Athletics office to attach it to your new clearance, or you can download it from the website and re-upload it to the new clearance. ****NOTE—Physicals are valid for one calendar year****

Q: Do I have to create a new account each year?

A: No, You do not have to create a new account each year, but you do need to create new CLEARANCES each year. The same account can be used for multiple students for multiple years. This is why it is a good idea for PARENTS to create the account instead of students. Be sure to remember your login information so you can easily access your account to update information as it changes or create new clearances as needed.