

HCPSS Connect

High School Athletic Registration



Howard County Public School System Office of Accountability Document: HCPSS104 Revision Date: 06/29/2017

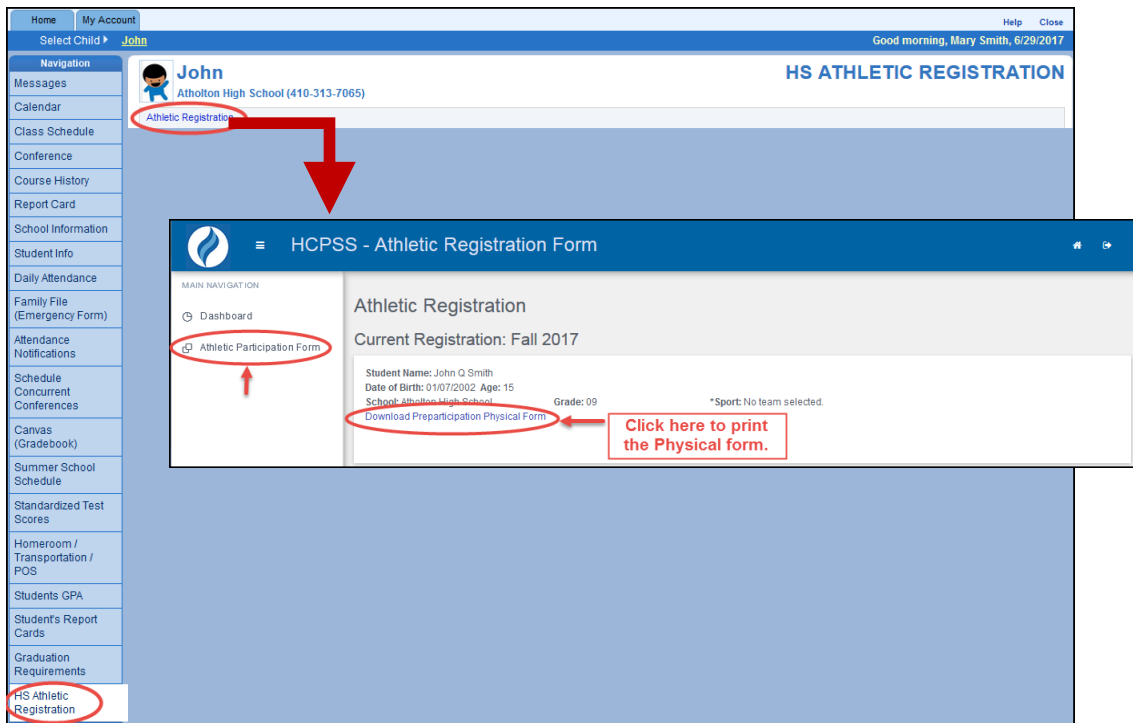
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About High School Athletic Registration

Parents/guardians can now fill out required forms and upload physicals and proof of residency through [HCPSS Connect](#).

1. On the Home page, click on the **HS Athletic Registration** option in the bottom left corner.
2. Click the **Athletic Registration** link. The Athletic Registration Dashboard displays.

NOTE: Click the **Download Preparticipation Physical Form** link to generate a PDF of the Physical Form to print and complete.




3. Click **Athletic Participation** to begin.
4. Read Sections I, II, and III.
5. In **Section IV – Photo Release**, select whether or not you grant permission.
6. In **Section V**, enter your child’s **Insurance Company** and **Policy Number**.
7. Select the **Sport** in which your child wants to participate.
8. Enter your name in the **Parent/Guardian e-Signature** field.
9. Enter your child’s name in the **Student e-Signature** field.
10. Click **Save**.


When you save, you will see the remaining forms and the status of each.

Form Name	Complete	Electronic Signature	Date Signed
Athletic Participation Form	Yes	Mary Smith	6/29/2017 9:16:00 AM
Concussion Information Sheet			
Concussion Testing Program			
Insurance Company/Policy Number	Yes	Mary Smith	6/29/2017 9:16:00 AM
Photo Release	Yes	Mary Smith	6/29/2017 9:16:00 AM
Physical			
Residency Verification			
Sudden Cardiac Arrest Information Sheet			
Student Athletic Participation Form	Yes	John Smith	6/29/2017 9:16:00 AM
Student Concussion Information Sheet			
Student Sudden Cardiac Arrest Information Sheet			

11. Use the links in the left panel to navigate to each form. Click **Save** to save the information and remain on that form or click **Save and Next** to save the information and advance to the next form.

- **Concussion Information Sheet** – Read the information provided and enter both your name and your child’s name in the e-Signature fields provided at the bottom of the form.
- **Concussion Testing Program** – Read the information provided and enter your name in the e-Signature field provided.
- **Physical** – Click the Browse button to upload the completed Physical. Acceptable formats are PDF, JPG, and DOC files.
- **Residency Verification** - Click the **Browse** button to upload a copy of your proof of residency documents. Acceptable formats are PDF, JPG, and DOC files
- **Sudden Cardiac Arrest Info** - Read the information provided and enter both your name and your child’s name in the e-Signature fields provided at the bottom of the form.

 **NOTE:** When all forms have the **Complete** status of **Yes**, your registration is complete. The school will be able to view your documents.

 **NOTE:** Click **Cancel Registration** at any time if the registration should not be considered.