

## Charlotte High School Online Athletic Clearance for Participation in Sports

1. Go to [www.athleticclearance.com](http://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 2023 would be the 2023-2024 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). You must upload your physical in order 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](http://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.