

Athletics Registration Form Completion

Completing the Athletics Registration Form

This documentation will provide directions to parents of athletes on how to complete the Athletics registration process.

Application

Focus SIS

Audience

Parents of BCPS athletes

Instructions

1. **Log into the Focus Parent Portal. Click on Forms then select Athletics Registration.** See Figure 1.

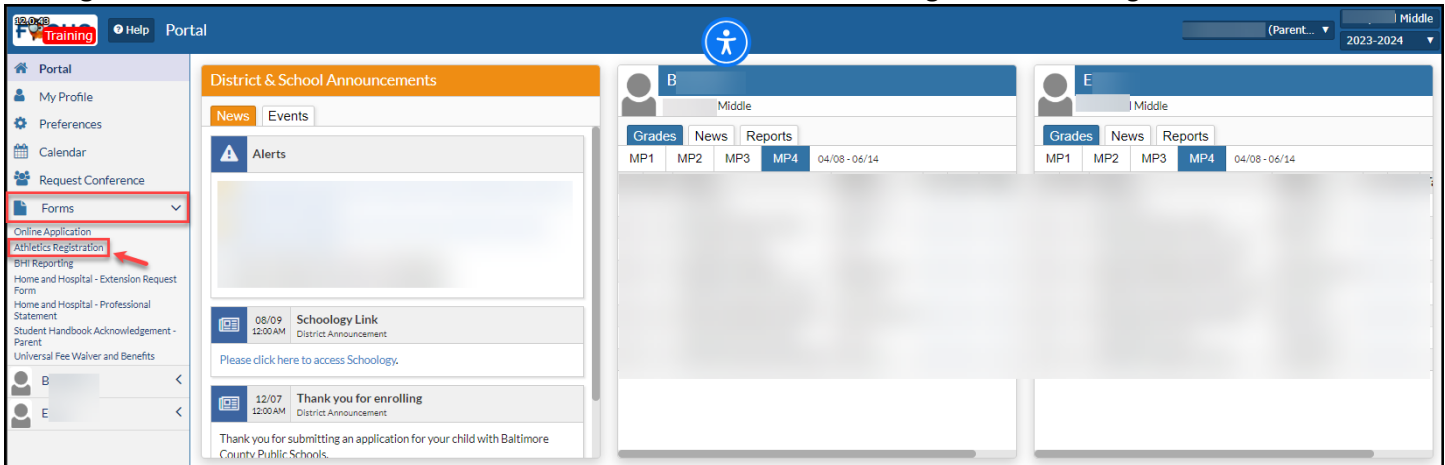


Figure 1

2. The registration form will populate. **NOTE:** There are hyperlinks that will take parents to additional documentation, Physical Forms, and proof of insurance for the student is required to complete this process and will need to be uploaded in the **Misc** section at the end of the form. See Figure 2.

A screenshot of the 'Athletics Registration' form. The form has a title bar with 'Form', 'Drafts', and 'History' tabs. Below the title bar, there are buttons for 'Start New Draft', 'Save Draft', 'Submit Request', and 'Print'. The main content area features the 'TEAM BCPS' logo and the title 'Athletics Registration'. Below this, there is a section titled 'INTERSCHOLASTIC ATHLETICS REQUIRED INFORMATION, FORMS and REGISTRATION' with a red banner that says '***BEFORE YOU REGISTER***'. The text explains the requirements for the Health History and Physical Evaluation Form, including the need for a current physical (within the last 14 months) and proof of insurance. Two hyperlinks are highlighted with red boxes and red arrows: 'Health History and Physical Evaluation Form (English - click here)' and 'Health History and Physical Evaluation Form (Spanish - click here)'. Another hyperlink, 'https://www.bobmcloskey.com/md/md_k-12/ - (click here)', is also highlighted with a red box and a red arrow. The form concludes with a statement about the information required for registration.

Figure 2

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3. When clicking either link, Physical Forms or Student Accident Insurance, the form or information will populate in a separate browser window. See Figure 3 and Figure 3a.

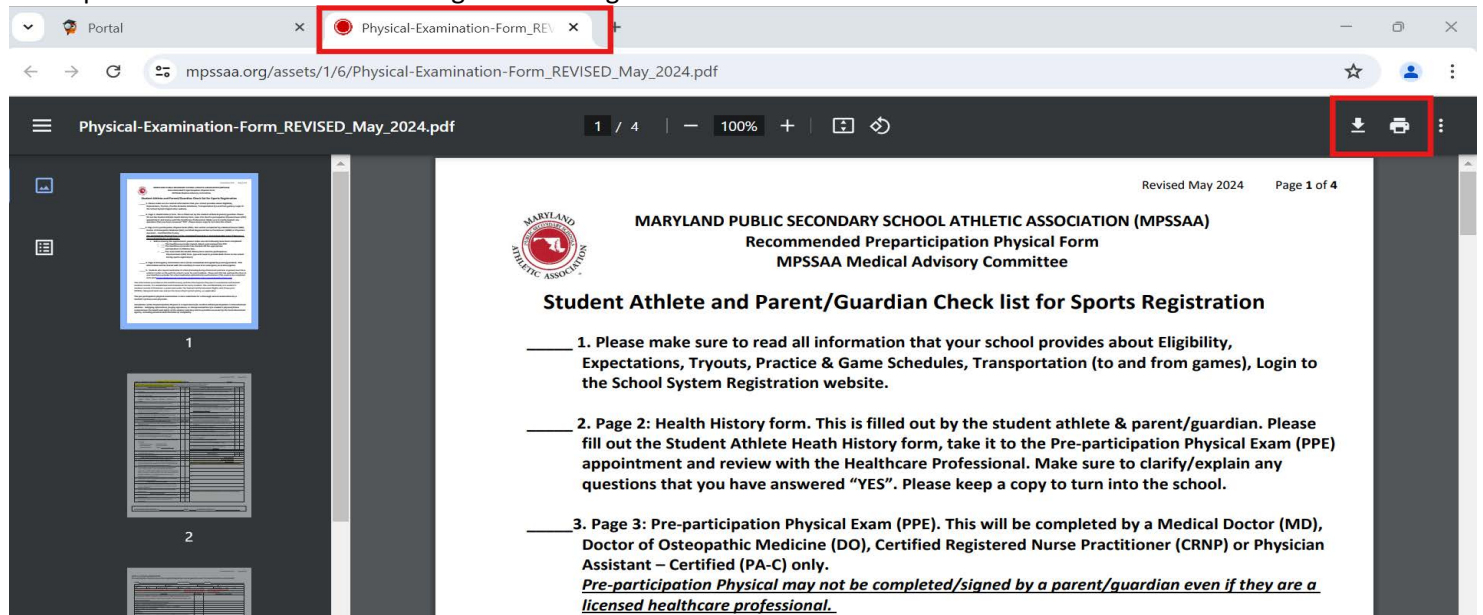


Figure 3

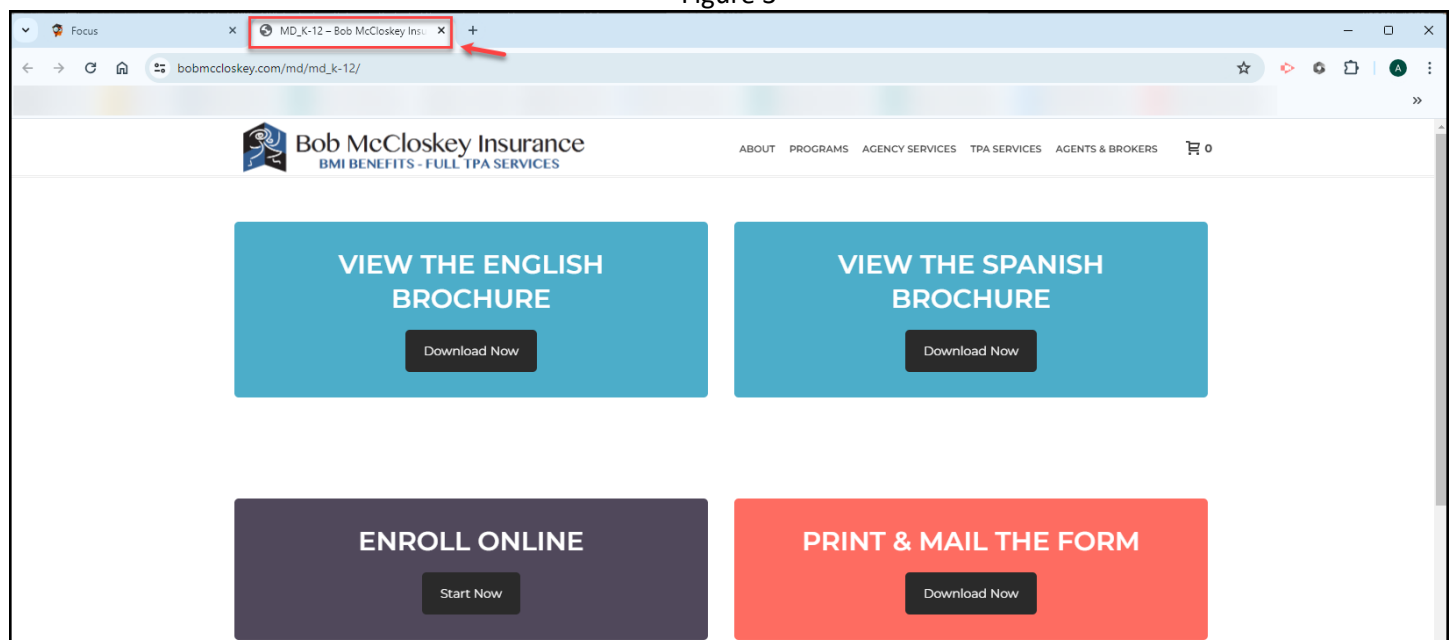


Figure 3a

4. Scroll down to **Athletic Permit** and select appropriate student from the drop-down. See Figure 4.

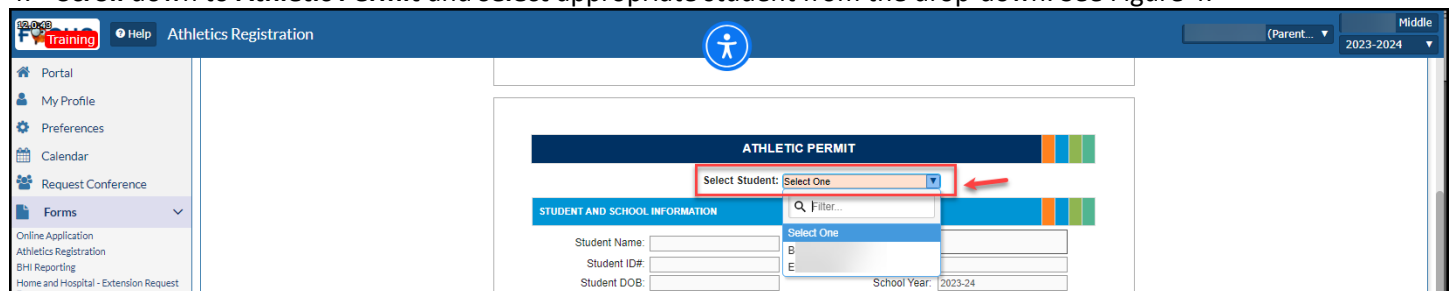


Figure 4

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5. After selecting the student, the Student and School Information will automatically populate. Please **select** the **Parent/Guardian Name** from the drop-down menu. The **Parent/Guardian contact phone number** will populate. Please complete the required address fields. See Figure 5.

The screenshot shows the 'ATHLETIC PERMIT' form. The 'STUDENT AND SCHOOL INFORMATION' section is populated with: Student Name: B, School: Middle, Student ID#: , Grade Level: 08, Student DOB: , School Year: 2023-24. The 'PARENT / GUARDIAN' section has a dropdown for 'Parent/Guardian Name' with 'E' selected. Below it, the address fields (Address, City, State, Zipcode) are highlighted with a red box. To the right, phone fields are populated: Parent/Guardian Home Phone: , Parent/Guardian Cell Phone: 443, Parent/Guardian Work Phone: .

Figure 5

6. **Select** an emergency contact from the **After School Emergency Contact information**. If there is not an appropriate option in the drop-down **select Not Listed – Will Notify School** and contact the school with that information. Complete the **Doctor/Hospital Information** and fill in the Insurance Provider info. **Click** the acknowledgement check box under **Athletic Permit Acknowledgement**. **NOTE:** All required fields will be highlighted in red and must be completed to proceed to submission. See Figure 6.

The screenshot shows the 'AFTER SCHOOL EMERGENCY CONTACT INFORMATION' section with a dropdown for 'After School Emergency Contact Name' and a text field for 'After School Emergency Contact Phone:'. Below is the 'DOCTOR / HOSPITAL INFORMATION' section with fields for 'Doctor Name: Dr.' and 'Doctor Phone: 410-555-1212'. A dropdown menu is open showing 'Not Listed - Will Notify School' selected. The 'Insurance provider' section has fields for 'Insurance provider:', 'Name of insured:', and 'Policy number:'. A red box highlights these fields. Below is a red banner with the text: 'Proof of insurance must be uploaded in the Misc section at the end of this form before Athletics registration is considered complete.' The 'ATHLETIC PERMIT ACKNOWLEDGEMENT' section has a checkbox labeled 'I have read, understood, and completed the Athletic Permit' which is checked.

Figure 6

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7. **Scroll** down to **Concussion Form** and answer all questions. **NOTE:** If any of the responses are Yes, more required information will need to be filled in. See Figure 7.

The screenshot shows the 'CONCUSSION FORM' with the title 'PRE-PARTICIPATION HEAD INJURY/CONCUSSION REPORTING FORM FOR EXTRACURRICULAR ACTIVITIES'. It includes instructions and several questions. Red boxes and arrows highlight the following areas:

- A box around the question 'Has student ever received medical attention for a head injury?' with the 'Yes' radio button selected and an arrow pointing to it.
- A box around the text input field for 'If yes, please describe the circumstances:'.

Other visible questions include 'Has student ever experienced a traumatic head injury (a blow to the head)?' and 'Was student diagnosed with a concussion?'. Each has a 'Yes' and 'No' radio button option.

Figure 7

8. **Scroll** down. The following areas will need to be viewed and acknowledged, **Concussion Awareness Information** form, **Heat Acclimatization Guidelines**, and **Sudden Cardiac Arrest Information** (click directly on any of the “click here” links to view the forms). **Click** the acknowledgement boxes following the forms links. See Figure 8.

The screenshot shows the 'CONCUSSION ACKNOWLEDGEMENT' section. It includes a link 'Concussion Awareness Information forms (click here)' with an arrow pointing to it. Below this, there is a text input field for the parent/guardian's name, followed by a list of topics acknowledged. At the bottom, there are three checkboxes for acknowledging the Concussion Awareness Information Sheet, Heat Acclimatization Guidelines, and Sudden Cardiac Arrest Information. Red boxes and arrows highlight the following areas:

- The link 'Concussion Awareness Information forms (click here)'.
- The checkbox 'I have read and understand the Concussion Awareness Information Sheet'.
- The link 'Heat Acclimatization Guidelines (click here)'.
- The checkbox 'I have read and understand the Heat Acclimatization Guidelines'.
- The link 'Sudden Cardiac Arrest Information (click here)'.
- The checkbox 'I have read and understand the Sudden Cardiac Arrest Information'.

Figure 8

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9. **Scroll to the Medical Eligibility section. Select** a date from the calendar of the date the student's physical was performed. Please **acknowledge the Health History and Pre-Participation Physical Evaluation Acknowledgement** by **clicking** on the check box. See Figure 9.

The screenshot shows the 'MEDICAL ELIGIBILITY' section. At the top is a dark blue header with the text 'MEDICAL ELIGIBILITY' in white. Below the header is a text input field labeled 'Date physical was performed:' with a red arrow pointing to it. Underneath this field is a red text instruction: 'Physical Examination Form must be uploaded in the Misc section at the end of this form before Athletics registration is considered complete.' Below this is another dark blue header with the text 'HEALTH HISTORY and PRE-PARTICIPATION PHYSICAL EVALUATION ACKNOWLEDGMENT' in white. Underneath this header is a red-bordered box containing a checkbox and text: 'Please acknowledge the following: By clicking the box, you are confirming that you understand that the student will not be allowed to participate until the completed and signed Health History and Pre-Participation Physical Evaluation Form, including the Medical Eligibility Form, has been received in the school's Athletics Office'. A red arrow points to the checkbox.

Figure 9

10. **Scroll down to Parent Agreement and Acknowledgement for Student Participation. Select** the appropriate sport from the drop-down menu and **click on the Consent to participate in selected sport check box**. See Figure 10.

The screenshot shows the 'PARENT AGREEMENT and ACKNOWLEDGEMENT for STUDENT PARTICIPATION' section. At the top is a dark blue header with the text 'PARENT AGREEMENT and ACKNOWLEDGEMENT for STUDENT PARTICIPATION' in white. Below the header is a paragraph of text: 'In order that your son, daughter, or dependent may participate in various school athletic activities, it will be necessary for you to give your consent.' This is followed by two more paragraphs of text. Below the text is a 'Select sport' dropdown menu with a red arrow pointing to it. The dropdown menu is open, showing a list of sports: Allied Bocce, Allied Soccer, Allied Softball, Badminton, Baseball, Basketball, Cross Country, Fall Cheerleading, and Field Hockey. To the left of the dropdown menu is a checkbox labeled 'Consent to participate in selected sport' with a red arrow pointing to it. Below the dropdown menu is a paragraph of text: 'By clicking the box below, I am indicating my agreement with the proceeding statements and giving my permission for my son, daughter, or dependent to participate in the selected sport below.' Below this text is a list of sports with checkboxes: 'Have read, understood, and agree to the following policies and procedures:'. The list includes: 'Allied Bocce', 'Allied Soccer', 'Allied Softball', 'Badminton', 'Baseball', 'Basketball', 'Cross Country', 'Fall Cheerleading', and 'Field Hockey'. To the right of the list is a paragraph of text: 'I have read the preceding statements and will remain committed to abiding by these policies. I have also read the BCPS Citizenship Expectations, the BCPS Protecting Your Athletic Eligibility, the Concussions in Sports and Sudden Cardiac Arrest information.' Below this text is a paragraph of text: 'By clicking the box below, I am indicating my agreement with the proceeding statements and giving my permission for my son, daughter, or dependent to participate in the selected sport below.'

Figure 10

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11. **Scroll** down to Parent Agreement and Acknowledgement section. **Click** the check box **Received, read, and understand the information sheets**. **Proof of Insurance and Physical Examination Form must be uploaded in the Misc section at the end of this form before Athletics registration is considered complete.** To upload the forms, **click Select** and follow the prompts to upload the documents. **Click Submit Request** when done. See Figure 11.

PARENT AGREEMENT and ACKNOWLEDGEMENT

By clicking the box below, you also acknowledge that you:

- Have read, understood, and completed the Athletic Permit.
- Have read and understand the eligibility standards and policies contained in the Student-Parent Guide to Interscholastic Athletics in Baltimore County Public Schools.
- Have read and understand the Heat Acclimatization Guidelines.
- Have read and understand the Sudden Cardiac Arrest (SCA) Information Sheet.
- Have read, understood, and completed the Concussion Awareness Information Form.
- Legally reside in the attendance area of the above listed high school as defined by Section A in the Student-Parent Guide to Interscholastic Athletics in Baltimore County Public Schools.
- Failure to acknowledge that you have received, read, and understand the above will result in your student's exclusion from participation in the Interscholastic Athletic Program of the Baltimore County Public Schools.

☒ Received, read, and understand the information sheets

Proof of insurance and Physical Examination Form must be uploaded in the Misc section at the end of this form before Athletics registration is considered complete.

[Start New Draft](#) or [Save Draft](#) or [Submit Request](#) [Print](#)

Misc

(Drag files to upload) [Select](#)

[Physical Evaluation Form.docx \(0.02mb\)](#)

[Post](#)

Figure 11

12. Once submitted, a message will appear confirming submission. See Figure 12.

Athletics Registration

Your form has been submitted.

[Print](#) [Start New Request](#)

Portal
My Profile
Preferences
Calendar
Request Conference
Forms

Figure 12