

Subject: New Athletic Clearance Procedure – Get your “A.C.T.” (Athletic Clearance Ticket) Together

Good morning Immanuel Junior High and High School Parents and Student-Athletes,

To help ensure all student-athletes are properly cleared and meet all CIF requirements before participating in athletics, Immanuel Athletics will be implementing a NEW athletic clearance procedure beginning **July 20th, 2026**. While the clearance requirements themselves are not changing, the process will.

Beginning July 20th, all junior high and high school student-athletes must obtain an Athletic Clearance Ticket (A.C.T.) from the Athletics Office before they may participate in any tryout or practice. Student-athletes must turn in their A.C.T. Ticket to their coach on the first day of tryouts or practice. Athletes without an A.C.T. Ticket will not be permitted to participate.

How to Receive Your A.C.T. Ticket

Please complete all of the following at least 48 hours before your first tryout or practice to allow time for your clearance to be processed:

- Have an active FinalForms account (instructions attached). *New-to-Immanuel students without a school email should see the section below.*
- Ensure both the parent/guardian and student-athlete have completed and signed all required FinalForms documents (all forms should show green).
- Upload a current sports physical to FinalForms.
- Select + Add Sport and choose the sport your student plans to participate in. This step is required.
- Turn in any required doctor's clearance notes to Mrs. Ross (if applicable).
- Pick up your A.C.T. Ticket from Mrs. Burns in the Athletics Office 1–7 days before your first tryout or practice, after all requirements have been completed.

Student-athletes will need a separate A.C.T. Ticket for each sport they participate in.

2026 Summer/Fall Sports Only (Before School Begins):

Student-athletes participating in summer/fall sports who complete all requirements and select their fall sport in FinalForms will receive their A.C.T. Ticket from Mrs. Ross at the start of their first practice after the dead period.

Over the next few weeks, Mrs. Ross will email families whose athletes qualify for a fall A.C.T. Ticket. If you believe all requirements have been completed but have not received an email by July 8, please:

- Verify that all FinalForms requirements have been completed.
- Email Mrs. Ross using the subject line "[Athlete's Name] A.C.T."

Include:

- Athlete's full name and date of birth
- Fall sport
- First practice date

Please do not email until all requirements have been completed unless your student is new to Immanuel and does not yet have access to FinalForms.

If you complete your requirements after July 7, Mrs. Ross will continue reviewing clearances and sending emails as students become eligible. If you have not received an email three days before your first practice, please contact her.

New-to-Immanuel Students:

If your student has not yet received a school email to access FinalForms, please email Mrs. Ross with the information listed above and indicate that you are a new student. She will provide instructions for completing the process.

Please do not email sports physicals or other medical documentation, as they cannot be accepted electronically due to privacy requirements.

Important Notes:

The email process above applies only to Summer/Fall sports before school begins. For all future sports seasons, students may pick up their A.C.T. Tickets from the Athletics Office during the week before tryouts once all clearance requirements have been completed. Completing your requirements now will make future seasonal clearances quick and easy. If you have not received a clearance email two weeks before your season begins, please follow the email instructions above.

We know this is a lot of information, so we've also attached a quick-reference flyer outlining the new procedure. If you have any questions, please contact Mrs. Ross at jross@immanuelschools.com.

Thank you for your cooperation as we work to ensure all student-athletes are safely and properly cleared for participation.

Immanuel Schools Athletics