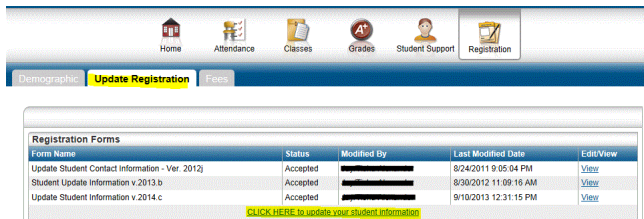
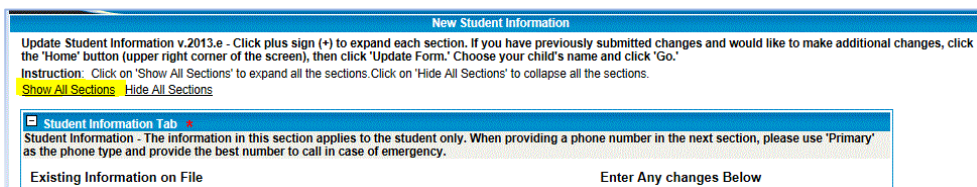


Athletic Forms Sign-Off How-To:

1. Log into Home Access Center using the parent/guardian login and password. (<https://homeaccess.hboe.org>)
 2. If you have multiple children enrolled, choose which student athlete to update.
 3. Click the tab 'Update Registration' on the Registration screen. (If the tab is missing, be sure you are using the parent/guardian login....not the student login)
 4. Any previously updated forms will be listed. To update a new form, click '[CLICK HERE to update your student information](#)' (blue link). If you receive an error message when clicking the link, contact your child's school.
- Note: Only primary guardians have permissions to update student information.



5. At the top of the new form, click the link 'Show All Sections'. The scroll down to the Medical and Miscellaneous Information section (For some guardians, the section will be called 'Additional Information'.)



6. Find the eight fields indicating 'Athletes Only' and fill them in appropriately. The documents which correspond to the sign-off and acknowledgement fields can be found in the next section (**Documents**) for download.

Athletes Only: Insurance Provider Name	Aetna
Athletes Only: Insurance Policy Number	[Redacted]
	<input checked="" type="checkbox"/> Athletes Only: Travel Form sign-off
	<input checked="" type="checkbox"/> Athletes Only: Risk Acknowledgement sign-off
	<input checked="" type="checkbox"/> Athletes Only: Athletic Handbook sign-off
	<input checked="" type="checkbox"/> Athletes Only: Concussion form acknowledgement
Athletes Only: Parent Meeting Signoff	Attended a pre-season Athletic Director Meeting
Athletes Only: Parent Signature	John Doe
Student Handbook acknowledgement *	Received and read

Save, not yet submitted Spell Check

Documents
Optional - You may upload your child's birth certificate and immunization record, your proof of residency, and any custody paperwork if applicable using the 'City District Documents'

Title	Download
Athletic Handbook	Download
Athletic Travel/Risk Acknowledgment	Download
Athletic Concussion Information Form	Download
Student Handbook - High School	Download

7. Click 'Save, not yet submitted', then check 'I Agree to Terms' and finally click 'Save and Submit'.

1

Save, not yet submitted

To complete this form, click 'Save', check the 'I Agree' box and press 'Submit.' I pledge that I am the legal parent/guardian of the child indicated on this document and that the information is true and correct.

2 I Agree to Terms
To submit please select 'I Agree'

Print Save & Submit **3**

8. You're done! Thank you!