

The Devine ISD athletic department would like to thank you for taking part in our process of accepting the required athletic participation paperwork online and electronically. This process allows us to be more efficient in collecting athletic participation forms while conserving precious resources. The system also improves documentation and communication between the parents, coaches and athletic training staff in regards to required participation paperwork. Please read all of the directions before completing the electronic forms.

All forms can be found online at <https://devineisd.rankonesport.com/New/NewInstructionsPage.aspx>

1. An athletic physical must be completed every year for participation in athletics and certain physical activity related extracurricular activities in Devine ISD. Medical History Forms are to be completed **annually. All physicals must be dated after May 1<sup>st</sup> of the previous school year to be valid.** The physical form must be filled out by a physician and returned to your campus for review by the athletic trainer. PHYSICALS ARE NOT AVAILABLE FOR ELECTRONIC SUBMISSION. The Medical History Form (FRONT side) is. For your convenience, physical forms are available online through the athletics webpage.
  - a. For the 2020-2021 academic school year, physicals will not be required UNLESS prompted by responses on completed medical history forms. Physicals WILL be required for incoming athletes with no prior medical screening. Electronic medical history forms will be accessible through Rank One
2. To access required athletic participation forms for Devine ISD, click the “Electronic Participation Forms” tab. You will get a drop down list of all required forms for participation.
3. To submit forms online, you will be asked to provide information such as home phone numbers, cell phone numbers, email addresses, name of primary physician, insurance policy information and other pertinent information. Please make sure you have this with you when filling out your forms electronically. If you do not know the answer to a question, please answer the question with “n/a” or “none”.
4. Remember that to submit online, you and your child must fill out and sign in all required spaces. Forms will not be accepted electronically without everything filled out by the student athlete and you the parent/guardian.
5. The complete legal name of the student and student ID number is required to complete each form. Please make sure you have the student ID before attempting to complete any of the electronic forms. If the student has a hyphenated last name, the name will need to be submitted as it is listed upon enrollment with the school.
6. To begin, click on the form name and fill out the information requested. ALL forms are required for participation.
7. To sign the document, click inside the signature box and hold your mouse down. This will allow you to create an “Electronic Signature”. If you make a mistake and need to start over, click on the refresh icon

next to the signature box and the box will clear. If you are using an iPad or touch screen tablet, you may create an electronic signature by holding your finger to the screen and signing your name or by using a stylus. Please do not initial the forms. **A FULL SIGNATURE IS REQUIRED ON EACH FORM FOR IT TO BE VALID.**

8. Once you have filled out all of the information on each page, you will have the opportunity to print the document. Additionally, you will have the opportunity to enter an email address to receive an electronic copy of the form. It is in the best interest of all parties to have a personal copy of these documents.
9. You will receive a confirmation email once the document(s) have been reviewed by the athletic trainer.

If you have any questions, please contact the athletic trainer at your respective school.

**Devine High School**

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