The start of the **Fall Dance** season is just around the corner & we are excited to get the season started. The purpose of this email is to outline the **required items** that your student athlete is required to complete in order to receive their eligibility Red Card to start the season.

The first **key step** to complete many of the items below is to complete & submit the Annual Update/Online Registration for your students (see attached reference guide on how to complete the Annual Update). Completing the Athletics section of this process for your student(s) registration will complete the required emergency contact/alternate year information, concussion & sudden cardiac arrest waiver & you can also pay the athletic fee. These items are noted with ** below.

1. **WIAA Physical Year or Alternate Year & Emergency Contact Information**
    a. **Physical Year/Emergency Contact Information**
        i. A physical within **2 years**, signed by a physician, is <u>required</u> to be on file in the office at all times
        ii. Physical paperwork can be found on the [Athletics Forms](#) page of the website or picked up in the High School office
    b. **Alternate Year/Emergency Contact Information****
        i. Completion of the emergency contact information is required for each year that a new physical is not
2. **Concussion & Sudden Cardiac Arrest Waiver****
    a. Required every year via
    b. [Information](#)
3. **Code of Conduct**
    a. Required every year
    b. 2022-23 Code of Conduct video & google acknowledgement form can be found on the Athletics page of the website under [Code of Conduct](#)
    c. Student must submit the Google Acknowledgement form at the end of the video to complete this requirement annually
4. **Athletic Fee of $75.00****
    a. Required for every sports a student participates in at the High School
    b. This fee can be paid online via your Parent Portal or in the High School Office

Upon completion of all items above; your coach will be notified that you have completed your eligibility & have your Red Card. Without completing the eligibility items for your Red Card, athletes are not eligible to receive their equipment or to begin practicing per the WIAA guidelines.

For more information, details on eligibility & answers for many athletics questions you may have; please visit the [Mt. Horeb High School Athletics Page](#).

Thank you!
Kelly

Annual Update and New Student Reg (OLR)

Instructions on how to register your student each year; this process will walk you through the Annual Update/Online Registration (OLR) process. Completing this information ensures that the district & you student's school has accurate information on file each year.

Step 1: Log into your [Parent Portal](#)
- Select **More** from the left side bar
- Under More, select **Annual Update and New Student Reg** to take you to the OLR registration site
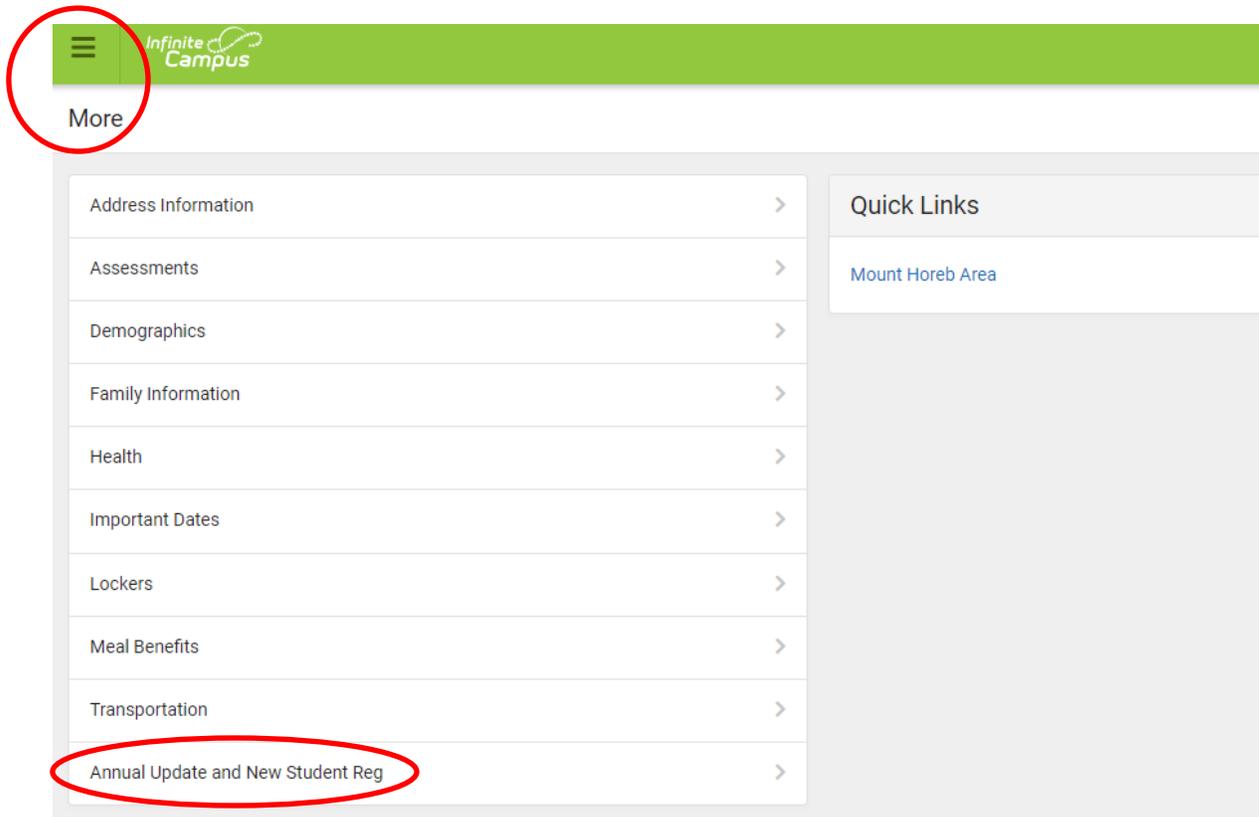
Step 2: On the next page under **Action, Select Start** (for students who have already enrolled in previous school years with the district). If you are new to the Mt. Horeb Area School District, please select New Student Registration
- <mark>The Primary Contact in the district system for a student/household will need to use their account for completing the OLR Annual Updates</mark>
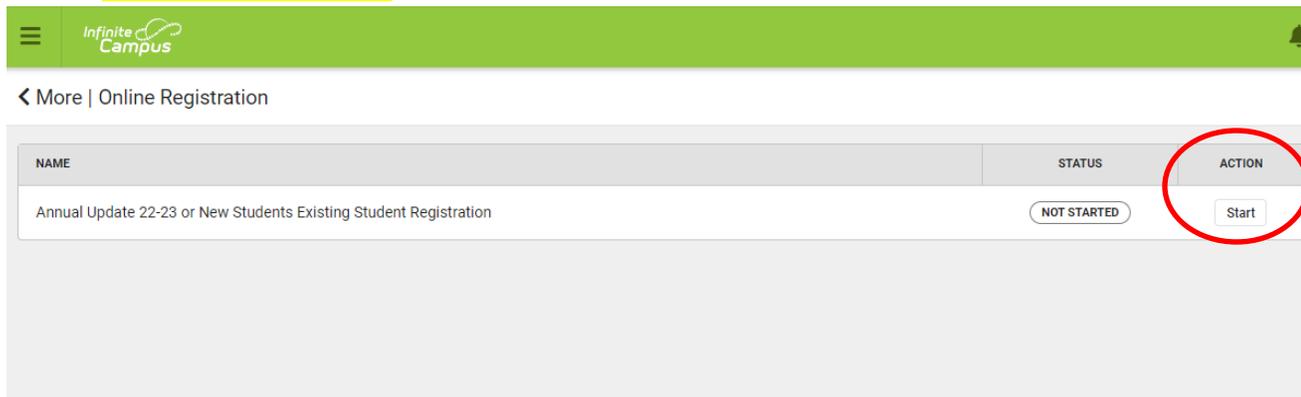
Step 3: Begin Registration – the current school year should be the default year showing & then Begin Registration

- All students listed for your household will need to be updated before you can submit the updates for processing at the district office
- During this registration process, you can also complete student information for Athletics requirements (emergency contact information & concussion waivers), Chromebook usage, transportation, etc.

Step 4: Complete & Submit all registrations for the students in your household

- All student information must be updated to submit
- You can confirm your OLR Annual Update registration information is submitted by checking the front page again to ensure it updates to Yes in the column on the right (see above)

If you have any questions about the process or need assistance, please contact the High School Office at 608.437.7206.

Thank you!