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 <u>key step</u> 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 <u>Athletics Forms</u> 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 <u>Code of Conduct</u>
- 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 <u>Mt. Horeb High School Athletics Page</u>.

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

ore		
Address Information	>	Quick Links
Assessments	>	Mount Horeb Area
Demographics	>	
Family Information	>	
Health	>	
Important Dates	>	
Lockers	>	
Meal Benefits	>	
Transportation	>	
Annual Update and New Otudant Day		

**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

 The Primary Contact in the district system for a student/household will need to use their account for completing the OLR Annual Updates

≡	Infinite Constant Campus			, de la constante de la consta
<b>&lt;</b> Mo	ore   Online Registration			
NAM	IE	STATUS	(	ACTION
Anr	ual Update 22-23 or New Students Existing Student Registration	(NOT STARTED)		Start

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.

≡	Infinite Campus			

#### Conline Registration | Existing Student Registration

Please verify you can see all of your school enrolled children in the table below. If not, please contact Tammy Beranek before continuing. Update data for students that are currently enrolled in the Mount Horeb Area School District. (You may add new students that are registering for this school year later in the process, under add a student. New household memil can also be added this way.)

If you only want to register new students for the upcoming year at this time, please use this button. You will need to complete the annual update for your already enrolled students at some point though.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	/	ONLINE REGISTRATION SUBMITTED?
	10	Yes	Included		No
	12	Yes	Included	$\overline{\ }$	No
Begin Registration					

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!