

Required Forms for MSHSAA Athletics/Activities Online Process

To get your student setup, follow these instructions:

- Go to this website: <https://jcschools.e-ppe.com/index.jspa>
- Click "REGISTER"
 - **Parents are the ones who need to register**
 - Once the parent fills out the necessary information, it will take you to your profile
- Click "ADD MEMBER"
 - You need to add any children you have participating on the team by creating a profile for each of them.
 - Once you click "Add member", type in the required information.
- Click on the newly created student
- On this screen, under the section that says "JOINED TEAMS", click "UPDATE"
- On this screen, add your child into all of the sports/organizations they are a part of at JCHS/LC/TJ.
- After selecting all sports/organizations in which your child participates, click "DONE" at the bottom of the screen
- On your child's profile, multiple things are available for you to complete.
 - Personal Details
 - Pre-Participation History Form
 - Parent Permission Form
 - Student Agreement Form
 - Participation Policy
 - Drug Testing Consent (High School Only)
 - Completed Physical - will need to upload (Some activities are not required to have a physical).
- For activities that do not require a physical – The system will show your child's profile as "INCOMPLETE" because you have not uploaded a physical. The Athletic Department will look at each student individually and clear all students manually who have the required information incomplete.

Parents – **PRIVIT: Health Profiles** is an app to download to your smart phone. This app allows you to upload your student's physical if you do not have access to a scanner.

Listed below is a message directly from the Athletic Department:

"Here is a link to get started filling out the paperwork for MSHSAA Athletics/Activities. The history and emergency contacts, etc. take some time entering, just as they do to fill out by hand. Once a student has a physical then upload the physical."

<https://support.privit.com/hc/en-us/articles/201956667-Welcome-Parents-and-Athletes>

"There is a phone number on the bottom of the page to reach a help desk if there are any questions. And, as always we are here to help also."

If you have any additional questions, please direct them to Kim Brundage (kim.brundage@jcschools.us), Robert Ndessokia (robert.ndessokia@jcschools.us), or Amber Mueller (amber.mueller@jcschools.us)