

Out of District Athlete/Athletics Only Eligibility Approval and Checklist

DIRECTIONS: This form is to be printed and used as a check list by families and schools to assure proper enrollment of an Out of District Athlete (ODA). It is also used for SPS students who attend an SPS alternative/service/option school and are eligible to participate with their neighborhood school's athletic programs - they should complete only checklist items #2-4. Any athlete-specific questions should be directed to the building's Athletic Director, then the District Athletic Office.

PROCEDURE

1. **ODA STUDENTS ONLY:** Complete (Current Year) Enrollment Registration, including required attachments.
 - o Registration link can be found here: [Seattle Public Schools: Enrollment Registration Information](#)
2. Complete School Athletic Registration Packet.
 - o Form links can be found here: [Seattle Public Schools: Student Athletic Packet Information](#)
3. Provide school ASB fees, if necessary.
4. Submit forms/fees directly to Athletic School. School will complete checklist and forward paperwork to building's Athletic Director. Once reviewed and approved, Athletic School will notify student and family.

NOTES

- This process for out of district students (and SPS service/option school students) must be completed every school year.

STUDENT INFORMATION

Student Name: _____ Contact Phone Number: _____

Student ID Number: _____ Academic School: _____

Athletic School: _____ Athletic Director: _____

GUARDIAN CHECKLIST

#	ITEM	SENT TO...	YES	N/A
1	Completed (Current Year) Enrollment Registration (with verification attachments uploaded) <ul style="list-style-type: none"> • SPS: Enrollment Registration 	Completed online		
	<ul style="list-style-type: none"> ▪ Certificate of Immunization Status (CIS) ▪ Parent/Guardian Photo ID ▪ Two CURRENT Address Verification Documents * Dated within last 8 weeks from date online app. submitted 	Attachments can be uploaded to application or emailed to Service Center (guardian or school can send photo copies) to complete enrollment.		
2	Completed Athletic Registration Packet <ul style="list-style-type: none"> • SPS: Student Athletic Packet 	Kept at Athletic School		
3	Provided School ASB Fees (If necessary) <ul style="list-style-type: none"> • (Amount collected: \$(_____)) 	Collected at Athletic School		

ATHLETIC SCHOOL CHECKLIST

Verified Residential Address (Print screen shot of Address Look Up Tool) <ul style="list-style-type: none"> • SPS: Enrollment Address Look Up Tool 	Kept at Athletic School	
Signed by Athletic Director for approval	Once approved, form kept at Athletic School and electronic copy submitted to Enrollment (Athletics Only ODA Students) OR Alternative School Registrar (Athletics Only SPS Students) by Athletic School.	
<ul style="list-style-type: none"> ▪ Date Student Assigned/Cross Enrolled: _____ 		
<ul style="list-style-type: none"> ▪ Date Student/Family Notified: _____ 		

Signature of Athletic Director: _____ Date: _____

*By signing this form, the AD has verified the student's athletic participation and the student is eligible. SPS Admissions will confirm all paperwork for Out of District student-athletes to ensure in compliance with SPS Enrollment policies.

CONTACTS/RESOURCES

Athletic Department

Eligibility Questions	Pat McCarthy Greg Brashear	ptmccarthy@seattleschools.org gbrashear@seattleschools.org	206.252.1805 206.252.1804
SPS Admissions (Service) Center			
Enrollment Manager	Faauu Manu	fmmanu@seattleschools.org	206.252.0205
Enrollment Technician	Susana Flores	seflores@seattleschools.org	206.252.0879