

# Athletics Only Eligibility Approval and Checklist

## DIRECTIONS:

This form is to be used as a check list by families and schools for ATHLETICS ONLY students. There are two (2) categories of ATHLETICS ONLY students.

- **OUT OF DISTRICT (ODA):** Students who attend home school and private/charter students whose school does not have that particular sport program. Families must assure proper enrollment with Seattle School District to verify their students are athletically eligible.
- **CROSS-ENROLLED:** Students who attend alternative/service/option schools through Seattle Public Schools. Families must assure proper cross-enrollment within Seattle School District to verify their neighborhood school. Cross-enrolled students should complete only checklist items #2-4.

**REMINDER:** Any athlete-specific questions should be directed to the Athletic School's building 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. Once reviewed and approved, Enrollment will notify student/family and athletic school.
  - o **Student may participate ONLY when Enrollment confirms cross-enrollment; Enrollment's assignment letter will be required by the athletic school during athletic registration.**

\*\*\*NOTE\*\*\* This process for must be completed every school year.

## PROCESS TIMELINE

Families should complete the Athletics Only process based on the provided priority deadlines below; any submissions after these dates cannot be guaranteed for completion before the start of the athletic season.

- For FALL SEASON participation: Before July 1
- For WINTER SEASON participation: Before October 15
- For SPRING SEASON participation: Before January 15

**REMINDER:** Student may participate (including try-outs) ONLY when Enrollment confirms cross-enrollment; Enrollment's assignment letter may be required by the athletic school.

## GUARDIAN CHECKLIST

#	ITEM	SENT TO...	YES	N/A
1	Completed (Current Year) Enrollment Registration (with verification attachments uploaded) <ul style="list-style-type: none"> <li>• <a href="#">SPS: Enrollment Registration</a></li> </ul>	Completed online (through Enrollment)		
	<ul style="list-style-type: none"> <li>▪ Certificate of Immunization Status (CIS)</li> <li>▪ Parent/Guardian Photo ID</li> <li>▪ Two CURRENT Address Verification Documents * Dated within last 8 weeks from date online app. submitted</li> </ul>	<i>Attachments can be uploaded to application or emailed to Enrollment Services to complete assignment.</i>		
2	Completed Athletic Registration Packet <ul style="list-style-type: none"> <li>• <a href="#">SPS: Student Athletic Packet</a></li> </ul>	Completed online (through school) <i>Families need to self-report as External students on FinalForms/FamilyID</i>		
3	Provided School ASB Fees (If necessary) <ul style="list-style-type: none"> <li>• (Amount collected: \$(_____))</li> </ul>	Completed online (through school)		

## CONTACTS/RESOURCES

### Athletic Department

Eligibility Questions	Pat McCarthy	<a href="mailto:athletics@seattleschools.org">athletics@seattleschools.org</a>	206.252.1800
	Tara Davis	<a href="mailto:tadavis@seattleschools.org">tadavis@seattleschools.org</a>	206.252.1791

### Enrollment Services

Enrollment Manager	Faauu Manu	<a href="mailto:fmmanu@seattleschools.org">fmmanu@seattleschools.org</a>	206.252.0760
Enrollment Technician	Linn Luu-Hibbert	<a href="mailto:liluhibbert@seattleschools.org">liluhibbert@seattleschools.org</a>	206.252.0765