

KHSAA Parent Consent and Physical Form – Submission Process Instructions

Below are detailed instructions for uploading the KHSAA Parental Consent and Physical Form. We will no longer be collecting paper copies and everything will be done online via Final Forms at <https://covingtoncatholic-ky.finalforms.com/parents/login>

As a reminder, we strongly encourage all sport physicals to be completed between May 1 and July 10,

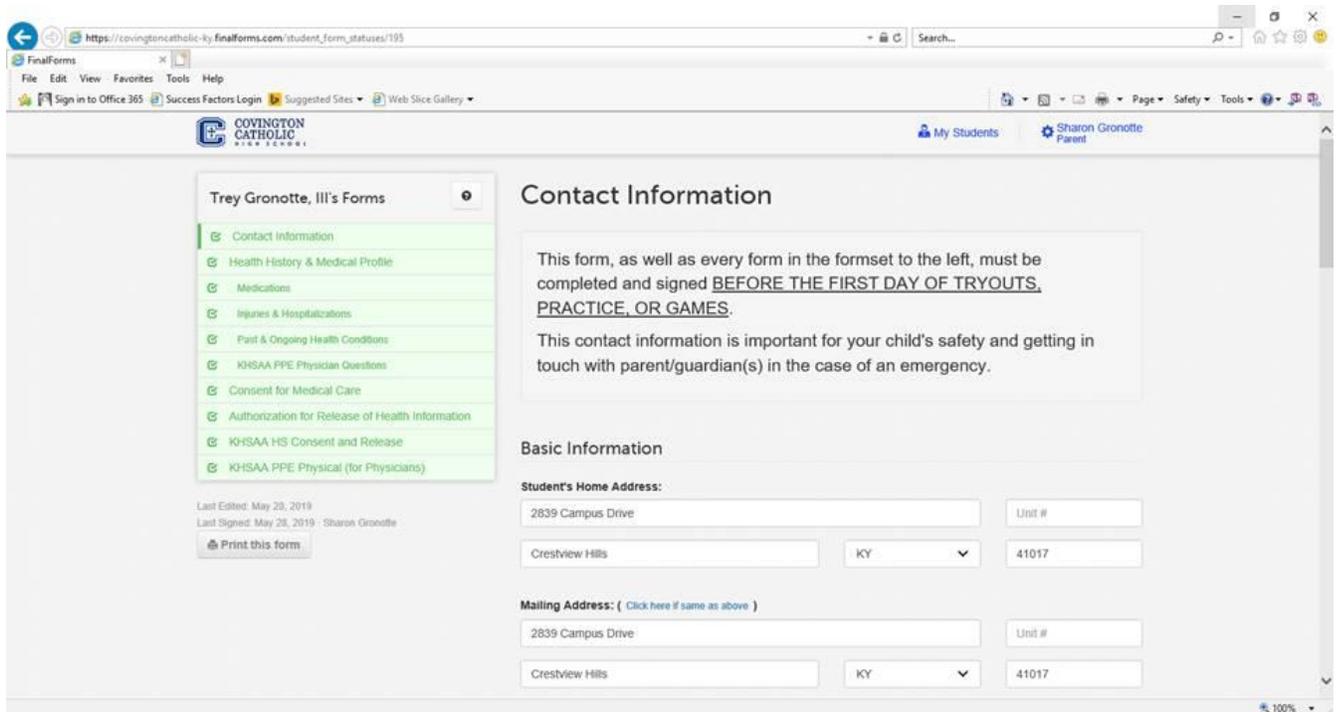
Please go through the steps on the Final Forms website to complete the online registration process. Do not follow the instructions to submit the completed and signed PPE Physical Form to the school, coaches, or athletic administration. You will need to upload the form directly yourself using the Final Forms website.

Once your physical form is completed and signed, save it to your computer. When you sign back into the Final Forms website, click on “My Students” at the top. Under the next screen that pops up, there will be the word “Actions” with 5 boxes underneath it: Update Forms, + PPE Medical, a folder icon, Profile, and Edit. You need to **SELECT THE FOLDER ICON**. Once you click on the folder icon, a new screen will pop up that allows you to upload the file saved to your computer.

Here is the detailed process with screenshots:

As parents go through the Final Forms registration process, they will be working through the flow of documents on the left side of the Screenshot #1 below.

SCREENSHOT #1



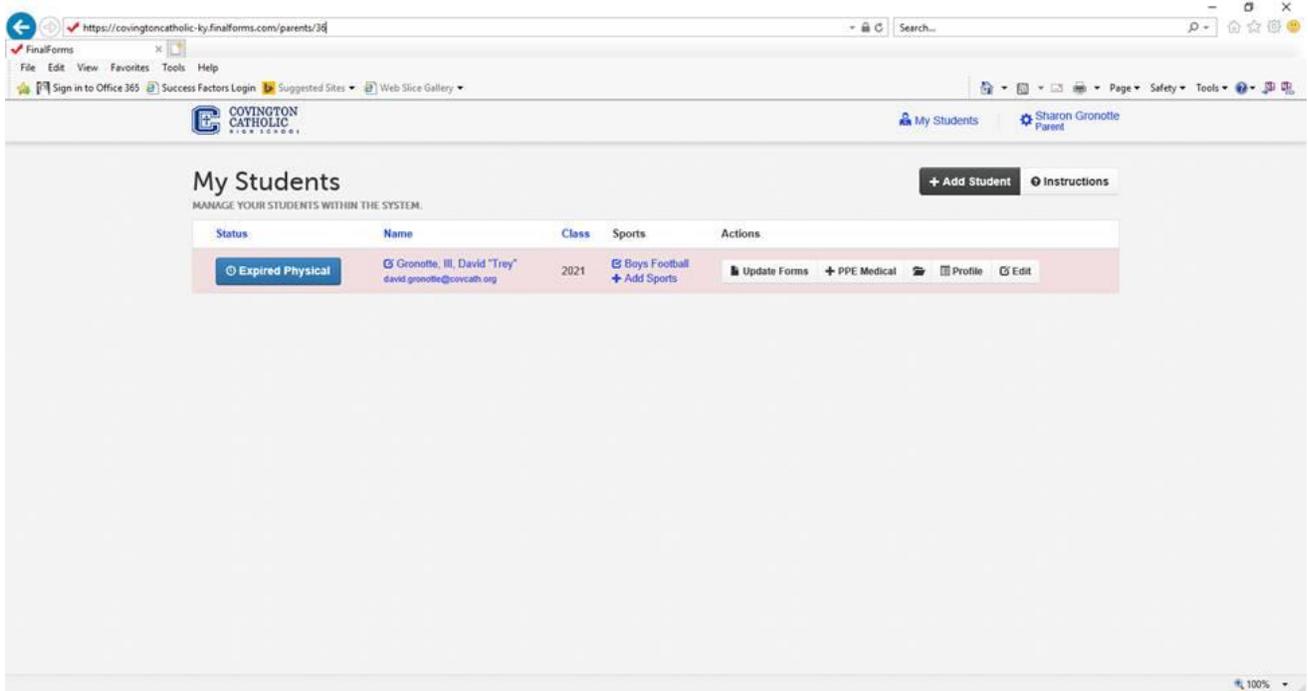
When you get to the KHSAA PPE Physical (for Physician) page, it will look like the screenshot below. As you will see, this is where it instructs you to turn the completed and signed form into athletic administration. Additionally, the Instruction Page (which has a link on Screenshot #3) also directs people to turn the completed and signed paper form into the athletic administration. Parents still need to go to this tab and electronically sign acknowledging that they understand the instructions above and pledge that the school will have a valid, completed form on file before the first day of practice/tryouts.

SCREENSHOT #2

The screenshot shows a web browser window with the URL https://covingtoncatholic-ky-finalforms.com/student_form_statuses/204. The browser's address bar and menu are visible at the top. The page header includes the 'COVINGTON CATHOLIC' logo and navigation links for 'My Students' and 'Sharon Gronotte Parent'. The main content area is titled 'KHSAA PPE Physical Form' and features a sidebar on the left labeled 'Trey Gronotte, III's Forms'. The sidebar contains a list of form categories, with 'KHSAA PPE Physical (for Physicians)' selected. The main content area includes instructions: 'Be sure you have completed your student's Health History & Medical Profile form first. Then, unless your student already has a valid physical on file for the year, follow steps 1-3 below and SIGN this form.' A note states: 'Note: you **MUST** sign this form (even if a valid physical is already on file).' Below the instructions is a list of three steps: 1. 'CLICK TO PRINT - KHSAA PPE Physical Form', 2. 'TAKE this document to an appointment for your student with a certified physician.', and 3. 'TURN IN the completed and signed KHSAA PPE Physical Form to your athletic administration. They will update your student's Physical expiration date with the new one.' A 'Required Form Signatures' section contains a statement: 'I/We understand the instructions above and pledge that the school will have a valid, completed form on file before the first day of practice/triyouts.' At the bottom of the page, there is a 'Parent/Guardian Signature' field and a 'Print this form' button.

It is not intuitive how to upload the form and in fact, the directions tell you to turn in the form to you, which suggests you still need a copy. The way you need to upload the form is click on My Students, and the following Screenshot #3 will be brought up. Under Actions, there are five boxes: Update Forms, + PPE Medical, a folder icon, Profile, and Edit. You need to **SELECT THE FOLDER ICON**. Once you click on the folder icon, Screenshot #4 will pop up and allow you to upload files saved to your computer.

SCREENSHOT #3



SCREENSHOT #4

