Personal Fitness Waiver Approval Instructions

Athletic Directors – Instructions

You will receive an Approval Request email any time a student completes a waiver request based on their participation in a GHSA sports or when a non-GHSA instructor submits supporting documentation for a student's participation in a non-GHSA sport. These emails should come from "Microsoft Flow <maccount@microsoft.com>." **Please ensure this address is in your safe senders list to avoid emails being automatically moved to your Junk folder**. These emails are "Actionable Messages" which allows you to approve or decline directly from the email without having to log in to a website, although you may still view the full request via the link provided in the email if desired.

Replacement Type – GHSA Sport

For waivers with a Replacement Type of "GHSA Sport," you should review the student's submission to ensure the information they've submitted corresponds with the participation records you have on file at school for GHSA activities. Click the "Approved" or "Declined" button in the email based on whether the request matches your records (Figure 1 below). After clicking the desired button, an optional comments box will appear. Click "Submit" to complete the process.

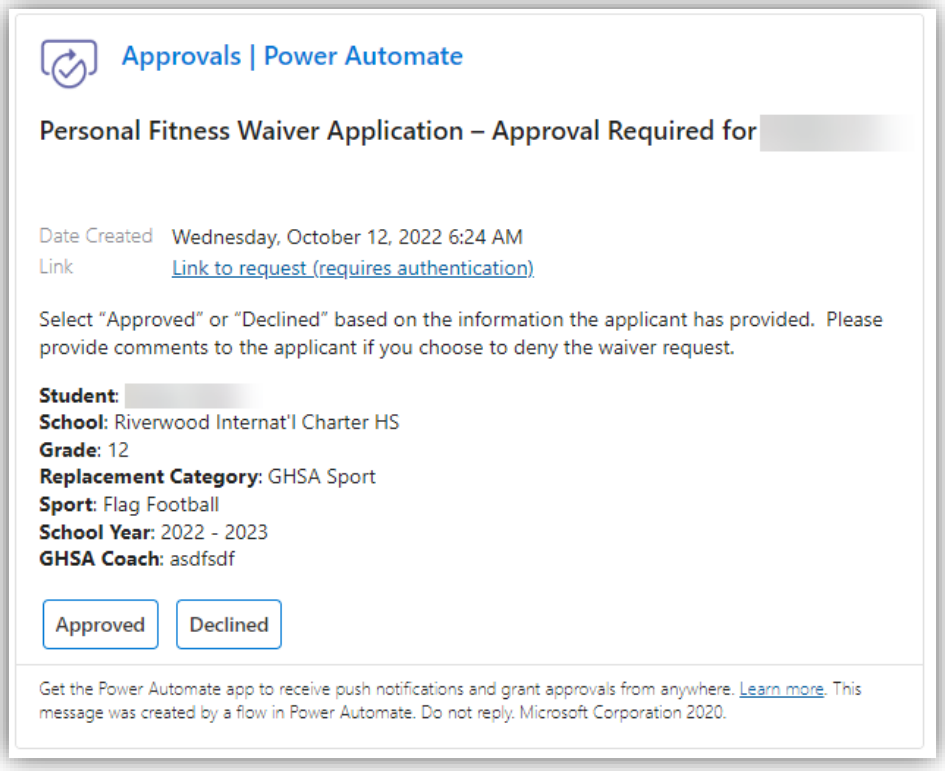


Figure 1 – GHSA Sport approval email example for Athletic Director

Replacement Type – Non-GHSA Sport

For waivers with a Replacement Type of "Non-GHSA Sport," you should review the instructor's submission (including any supporting documentation they've provided) to ensure they've provided evidence of the following:

- Start date and end date (if student is no longer participating in the activity)
- Practice schedule
- Physical activity

Click the "Approved" or "Declined" button in the body of the email based on whether the request meets the requirements above (Figure 2 below). If you choose to "Decline" a student's request, please provide feedback on the form briefly explaining what led to that decision.

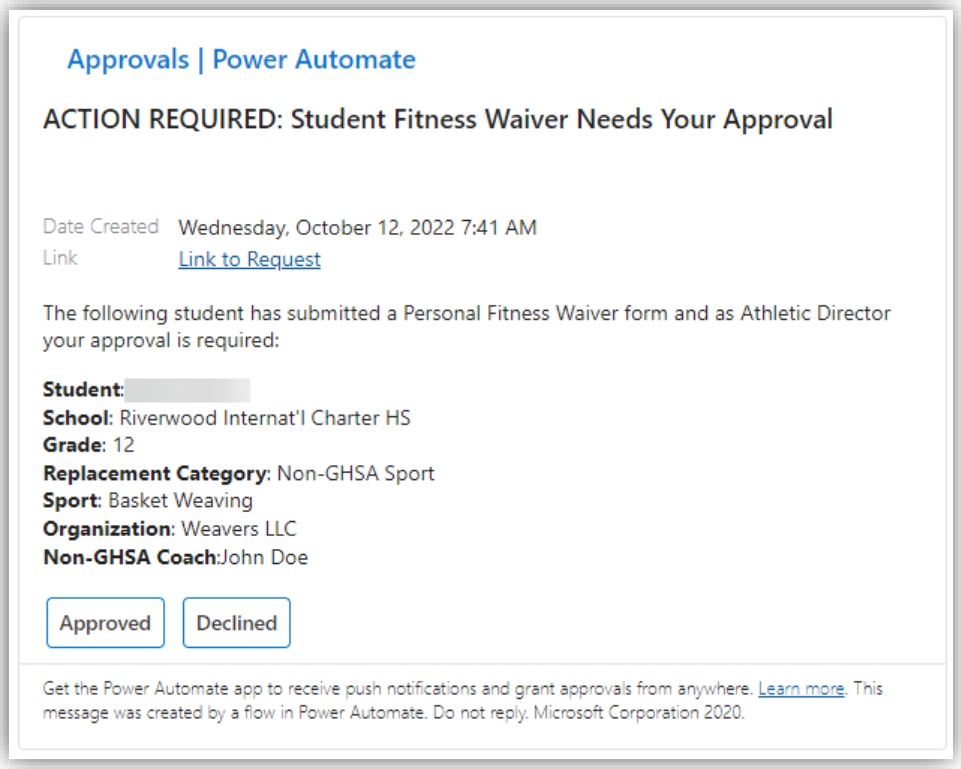


Figure 2 – Non-GHSA approval email example for Athletic Director

Non-GHSA Instructors – Instructions

You will receive an approval request email any time an FCS student completes a request to waive their Personal Fitness course based on their participation in a non-GHSA activity. These emails should come from "Fulton Schools <nintex@workflowcloud.com>." **Please ensure this address is in your email platform's safe sender list (will vary based on your email system)**. Click "Link to Approval Form" to access the student's request form. The requirements for the waiver are at the top of the form. If you believe the student has met these requirements, click "yes." If not, click "no." If you've selected "yes," documentation that provides evidence of the following is **required**:

- Start date and end date (if student is no longer participating in the activity)

- Practice schedule
- Physical activity

Documents can either be dragged onto the form or can be uploaded using the “Select Files” button. Once you’ve completed the form, click “Submit Instructor Approval” (Figure 3 below).

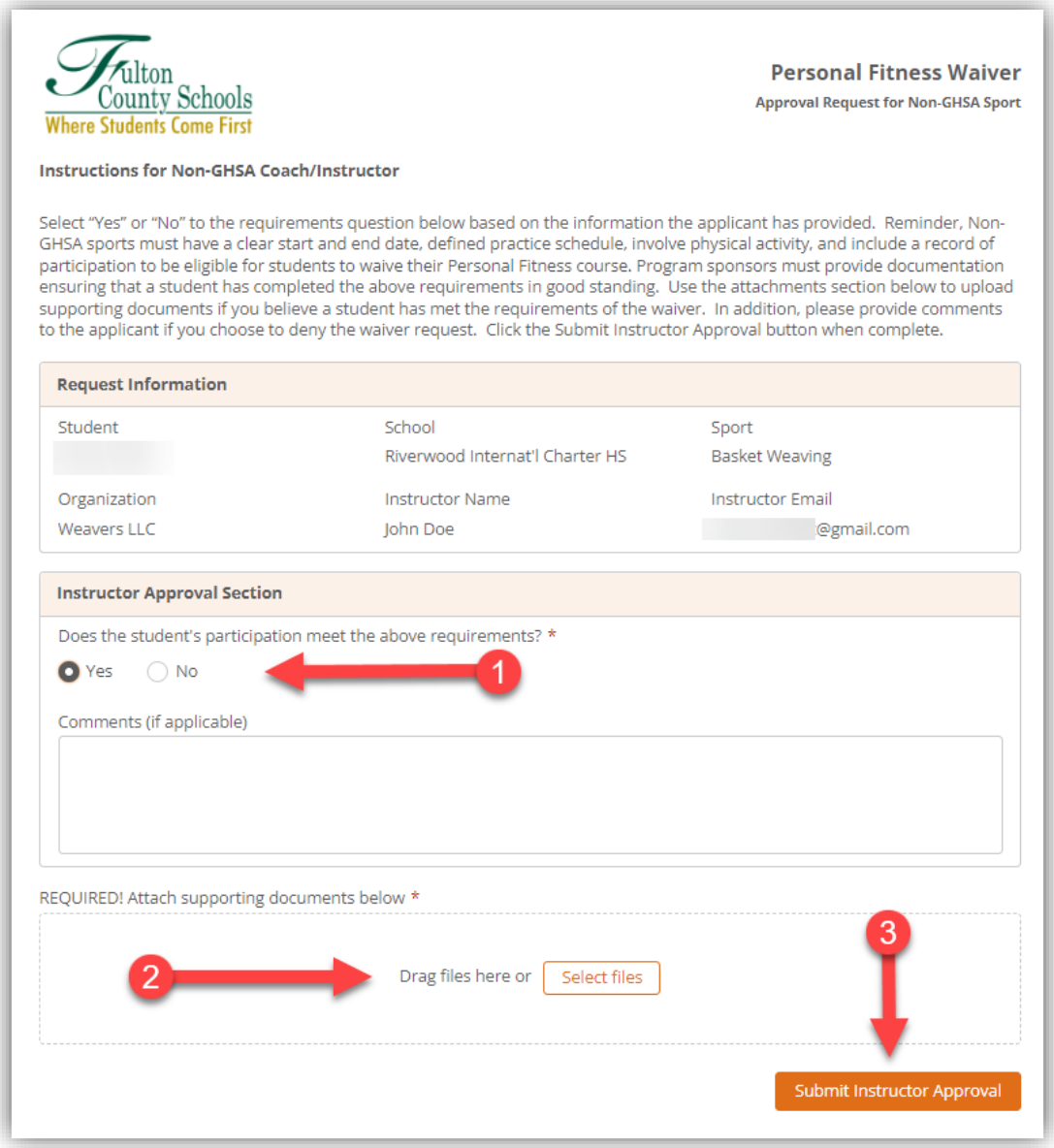


Figure 3 – Non-GHSA Instructor approval form

Marching Band Directors – Instructions

You will receive an Approval Request email any time a student completes a waiver request based on their participation in Marching Band. These emails should come from "Microsoft Flow <maccount@microsoft.com>." **Please ensure this address is in your safe senders list to avoid emails being automatically moved to your Junk folder**. These emails are "Actionable Messages" which allows you to approve or decline directly from the email without having to log in to a website, although you may still view the full request using the link provided in the email if desired.

You should review the student's submission to ensure the information they've submitted corresponds with the participation records you have on file at school for Marching Band. Once confirmed, simply click the "Approved" button in the e-mail or click "Declined" if the information does not match your records (Figure 4 below).

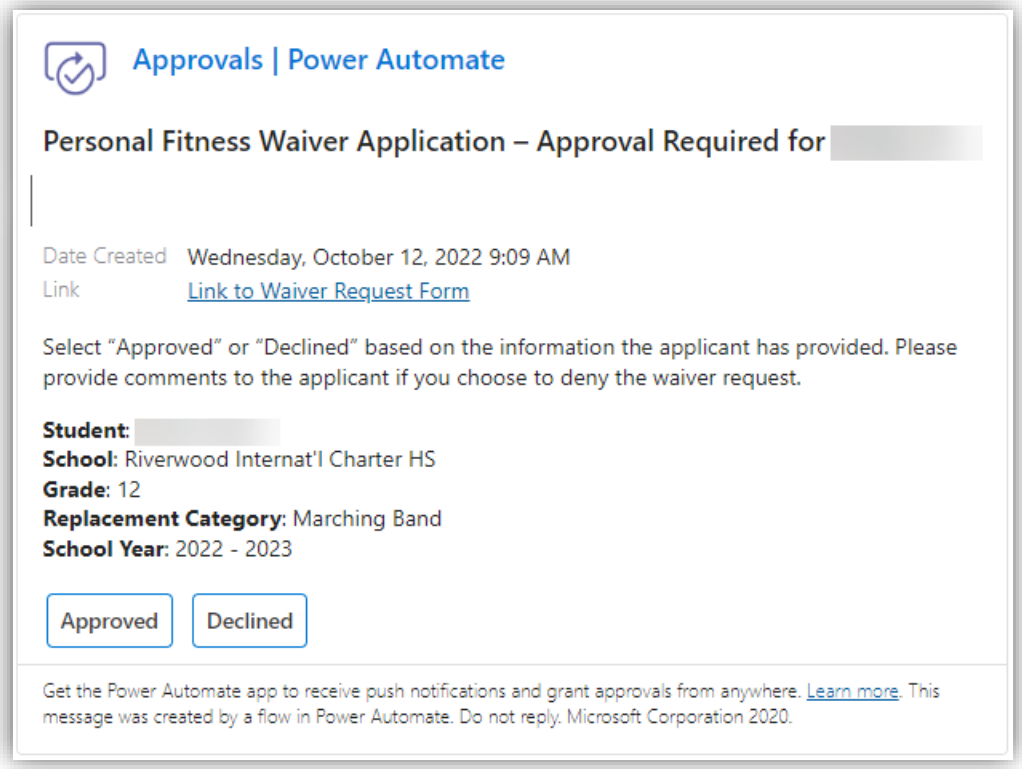


Figure 4 – Marching Band approval email example for Director

Head Counselors – Instructions

You will receive an Approval Request email any time a student completes a waiver request based on their participation in eligible elective (5 credit of Dance, Cirque or Physical Education electives). These emails should come from "Microsoft Flow <maccount@microsoft.com>." **Please ensure this address is in your safe senders list to avoid emails being automatically moved to your Junk folder**. These emails are "Actionable Messages" which allows you to approve or decline directly from the email without having to log in to a website, although you may still view the full request if desired.

You should review the student's submission to ensure the information they've submitted corresponds with the student's academic record. Once confirmed, simply click the "Approved" button in the e-mail or click "Declined" if the information does not match your records (Figure 5).

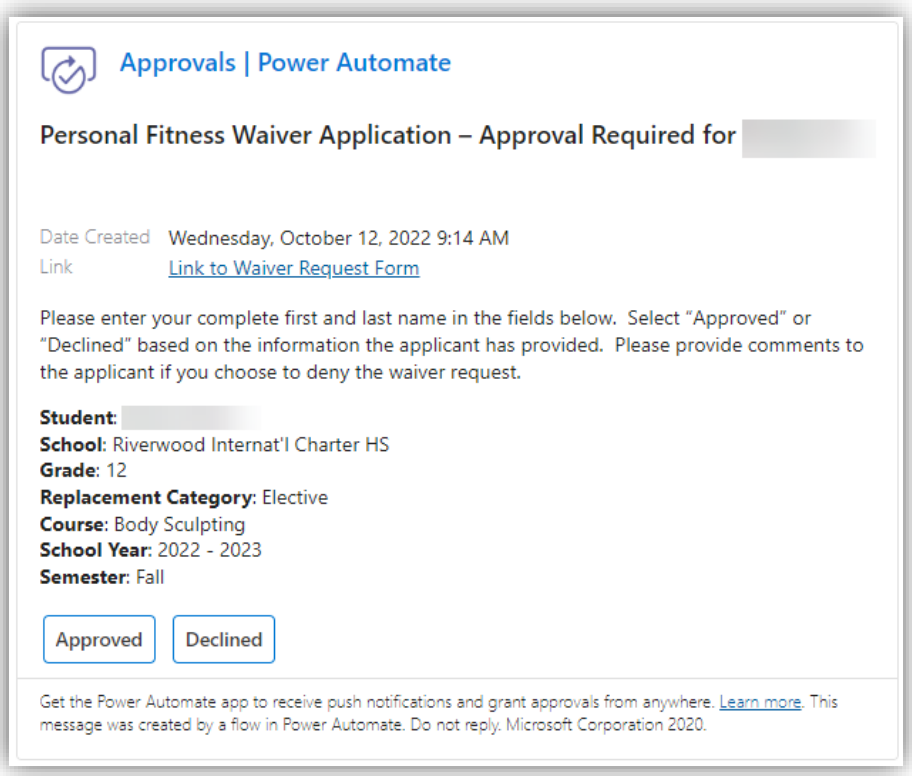


Figure 5 - Elective approval email example for Counselors

Data Clerks – Instructions

You will receive an email any time a student has been approved to waive their Personal Fitness course. These emails should come from "No Reply <noreply@fultonschools.org>." Note, that this is a legitimate FCS e-mail address. **Please ensure this address is in your safe senders list to avoid emails being automatically moved to your Junk folder.**

Click "Review and Update Request" to access the student's request form. Click "Edit" at the top of the page. Use the information provided on the form to update the student's record. You must add the personal fitness waiver course to the student's transcript and update the graduation program in academic planning. For step by step instructions on completing both processes, see Personal Fitness Waiver (Web view) in the Companion Guide. Once the transcript and academic plan has been updated, click the toggle button directly under "Transcript Posting Complete?" in the section titled "Data Clerk Posting". The toggle button label should now read "Yes". Scroll to the bottom of the page and click the orange "Next" button (Figure 6). To complete the process, click the orange "Submit" button (Figure 7).

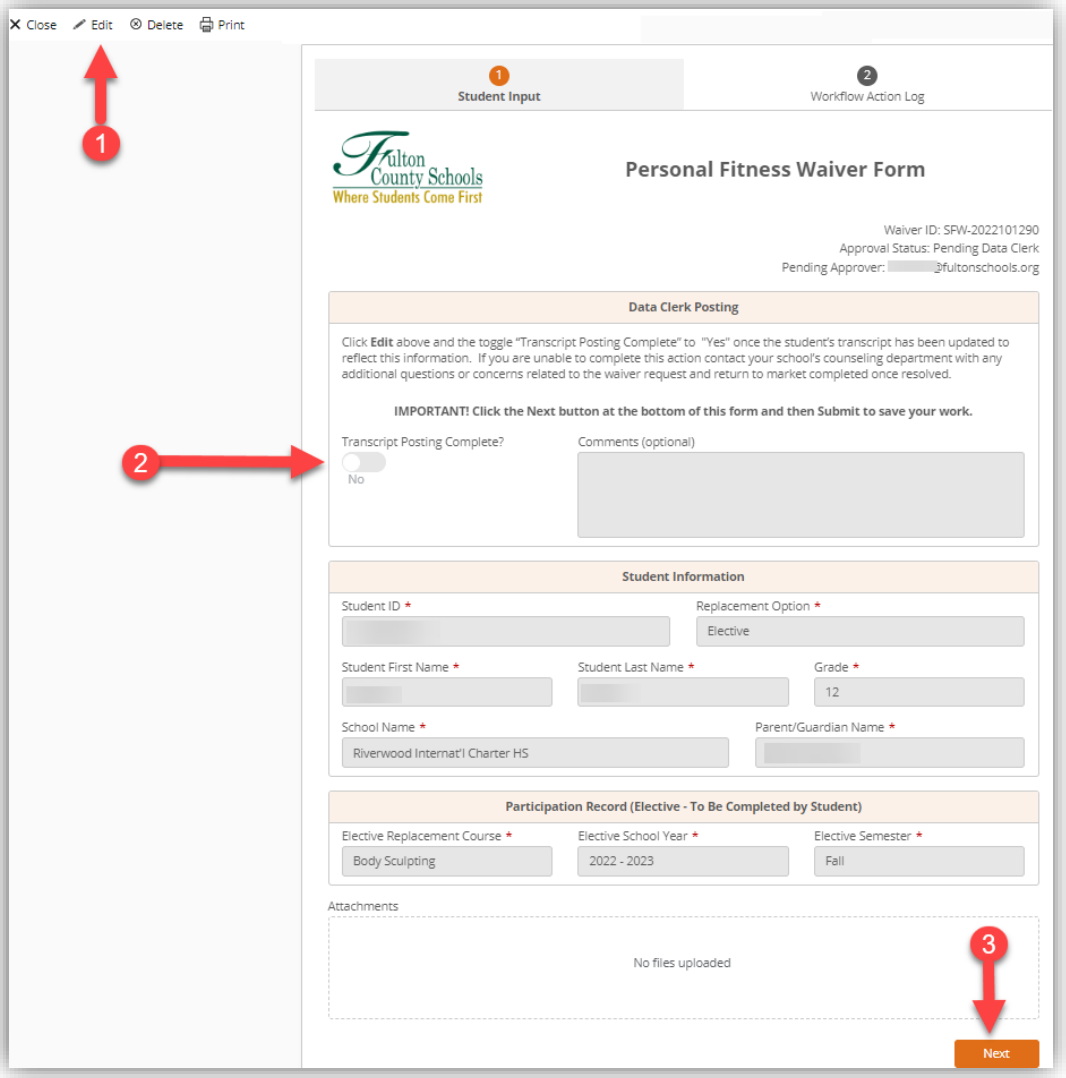


Figure 6 – Data Clerk update to Waiver Request form

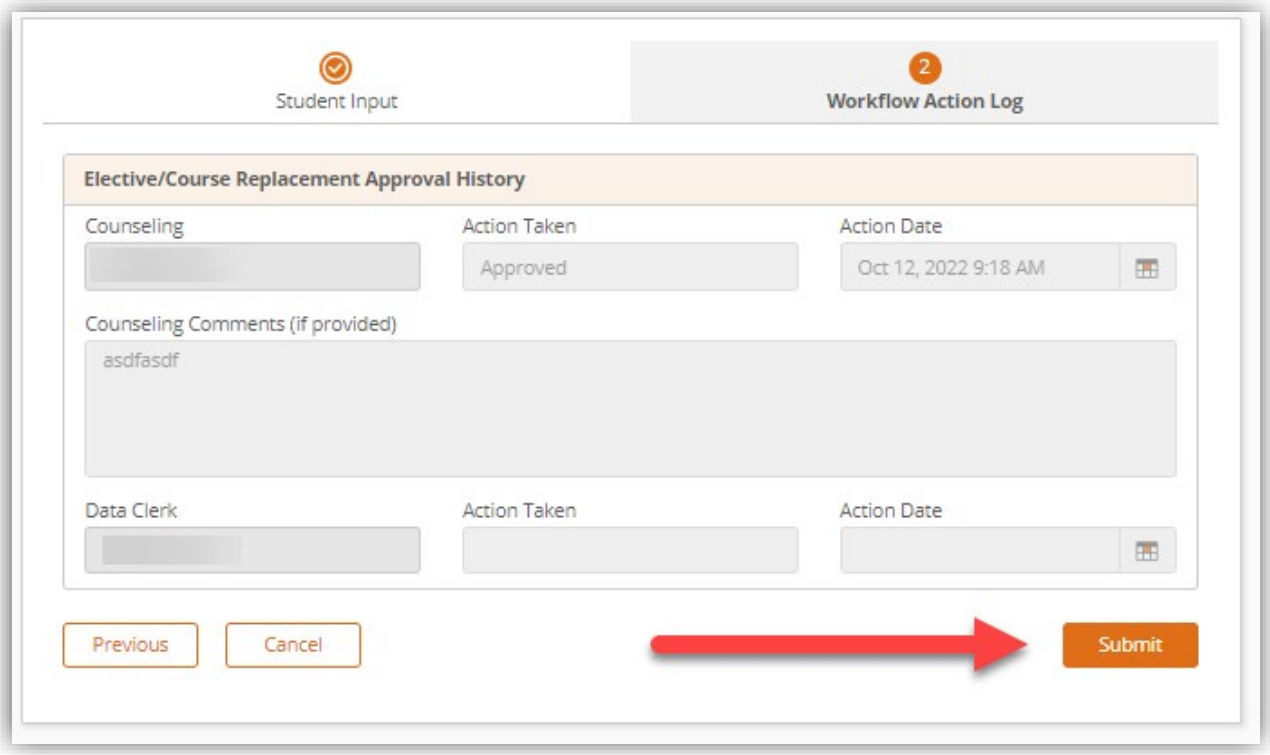


Figure 7 – Data Clerk completion of form – Submit button click

Personal Fitness Waiver Approval FAQs

What are the requirements for waiving a Personal Fitness course?

Students must complete the Personal Fitness Waiver Request Form and receive approval prior to the end of their junior year of high school.

Requirements (completion of one of the following):

- 1 Season of a GHSA sport*
- 1 Season of a Non-GHSA sport**
- 1 Season of Marching Band
- .5 credit of Dance, Cirque or Physical Education electives
- 3 credits of JROTC

*Excludes One-Act Play, Literary Competitions and Esports

**Non-GHSA sports must have a clear start and end date, defined practice schedule, involve physical activity, and include a record of participation. Program sponsors must provide documentation ensuring that a student has completed the above requirements in good standing.

Which GHSA sports are eligible to waiver a Personal Fitness course?

Baseball
Basketball
Cheerleading
Cross Country
Dance
Fast-Pitch Softball
Flag Football
Golf
Gymnastics
Lacrosse
Riflery
Soccer
Slow-Pitch Softball
Swimming
Tennis
Track
Volleyball
Wrestling

Which electives are eligible to waive a Personal Fitness course?

Advanced Body Sculpting
Advanced Dance Company
Advanced Physical Education
Advanced Team Sports
Advanced Weight Training
Body Sculpting
Cirque
Dance Composition
General Physical Education
Introductory Team Sports
Jazz Dance
JROTC
Lifetime Sports
Modern Dance
Outdoor Education
Physical Conditioning
Recreational Games
Rhythmics and Dance

What if I'm experiencing technical difficulties during the request process?

Ensure that you are completing the application on your school-issued device or a PC at your school. The form does not work on iOS (Apple) operating devices.

If you receive a confirmation email that appears to be blank, close Outlook and reopen it. This may occur if a user does not regularly shutdown their device between uses.

If the form is not autoloading student information, it may be due to slow Wi-Fi speeds or a network error. Give the form a few minutes to load and if it fails to load, close the form, and retry loading it.

For additional technical support, please contact the Fulton IT Helpdesk at 470-254-4357 and have them log a ticket assigned to the Enterprise Applications team.

How can I view a list of the waiver requests I've received?

If you need to access a list of the waivers that have been assigned to you as an approver, you can click the link here and click "My List of Student Requests" to access your list of waiver requests.

How can I complete a request if I can't find the approval email?

If you need to access a waiver, but have deleted or misplaced the approval email, you can click the link here and click "My List of Student Requests" to access your list of waiver requests.

Next, click the green "Take Action Online" button. If you are prompted with a welcome screen, click the "Get Started" button at the bottom of the screen. This should only happen the first time you try to access your waivers that are still in the process of approval.

Under the "Received" section, find the student request that needs to be completed and click on the title of that request. A pane should then open on the right side of the screen with information pertaining to the request. Scroll to the bottom of the pane and select "Approved" or "Denied" from the drop-down menu based on the information in the request. Click "Confirm" to complete the approval.

Please note that you may use this link to approve any waiver assigned to you and view previous approvals. However, the quickest and most convenient method is using the actionable emails, as they require no site access and work seamlessly across laptops and mobile devices.

What kind of documentation is required to be granted a course waiver based on participation in a non-GHSA sport?

Documentation should include clear start and end (if applicable) dates of participation. Instructors should also provide practice schedules and evidence of any physical activity required by the sport.

Can students resubmit a request if it was denied?

Yes, if there was an error with a student's initial submission or it was denied, they may submit a new request to be reviewed. Students will be able to see all their current and prior waiver requests on the home page of the fitness waiver web site.