



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Daniel Uszaki
Athletic Director

MEMORANDUM

To: GCIT Athletic Participants

GCIT Athletic Participation at Home School – Frequently Asked Questions (FAQ)

This FAQ is intended for GCIT students and parents/guardians whose students participate in an interscholastic sport at their sending district because GCIT does not offer that sport. GCIT supports opportunities for students to participate in athletic programs not offered at GCIT. However, **academics and instructional time remain the priority at GCIT.**

Participation at a sending district does not excuse a student from meeting GCIT's academic, attendance, behavioral, or career-technical responsibilities.

1. Can a GCIT student participate in a sport at their sending district?

Yes. If GCIT does not sponsor a particular sport, an eligible GCIT student may participate in that sport at their sending district, provided all applicable NJSIAA, sending-district, and school-specific requirements are met. Requirements and procedures may vary by sending district.

2. Who is responsible for registering the student and determining eligibility?

The **parent/guardian is responsible for registering the student directly with the sending district** according to that district's athletic registration procedures and deadlines. Final athletic eligibility and participation decisions are subject to applicable NJSIAA rules and the requirements of the sending district. It is the responsibility of the sending district and parent/guardian to ensure that all eligibility requirements are satisfied.

3. What medical paperwork may be required?

Requirements vary by district but may include:

- A valid PPE (Preparticipation Physical Evaluation) / Medical Eligibility Form
- A Health History Update Questionnaire (HHUQ), when applicable
- Athletic registration and consent forms
- Emergency information



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Daniel Uszaki
Athletic Director

- Any additional documentation required by the sending district

Parents/guardians should confirm all requirements directly with the sending district's Athletic Department. A PPE is generally valid for **365 days from the date of the physical examination**, unless otherwise restricted by the examining physician or applicable rules.

4. Can GCIT provide copies of my student's athletic medical forms?

Yes, when available and permitted. If a student has current athletic medical documentation on file, GCIT can assist the parent/guardian in obtaining copies for submission to the sending district. All records requests must be submitted through the GCIT Athletics website. Parents should allow sufficient processing time. If the student does not have a valid PPE on file, the parent/guardian is responsible for arranging any required examination and providing the necessary documentation.

5. Can a student leave GCIT early for a sending-district athletic event?

Yes, for scheduled interscholastic athletic events or contests when an early dismissal is necessary. Parents/guardians and/or school personnel must complete the **GCIT Early Dismissal Request for Sending-District Athletic Participation** in advance and accurately identify the reason for the dismissal.

This policy applies to athletic events and contests only. It does not apply to practices. GCIT recognizes that scheduled contests may occur at times that make it impossible for a student to complete the entire school day and still participate. Practices, workouts, team meetings, conditioning sessions, and other routine team activities do not qualify for early athletic dismissal.

6. Why doesn't the early-dismissal policy apply to practices?

Academics are the priority at GCIT. Participation in a sending-district athletic program is an additional opportunity available to the student, but it should not result in the routine loss of instructional time. Students and families are responsible for working with the sending district and coaching staff when practice schedules conflict with the GCIT school day.



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Daniel Uszaki
Athletic Director

7. What is required to request an early athletic dismissal?

Parents/guardians must submit the **GCIT Early Dismissal Request for Sending-District Athletic Participation** as early as reasonably possible once event and transportation information is available.

The request should include:

- Student's name
- Sending district and sport/team
- Date and location of the event
- Scheduled event time
- Team reporting or bus departure time, when applicable
- Requested dismissal time from GCIT
- Name of the person picking up the student
- Parent/guardian authorization

Families should not wait until the day of an event when the schedule and need for early dismissal are already known.

8. How early may a student leave GCIT?

Students are expected to remain at GCIT for **as much of the instructional day as reasonably possible**. The requested dismissal time should be based on the legitimate time needed to travel to the sending district, report to the team, or meet the team's scheduled transportation.

Participation in an athletic event should not be used to justify leaving GCIT substantially earlier than necessary. GCIT may request verification of the team's reporting or departure time.

9. Can a coach or sending-district Athletic Department communicate with GCIT?

Yes. Coaches and Athletic Directors may provide GCIT with schedules, event times, team reporting times, and transportation information. However, communication from a coach or sending district **does not replace the responsibility to complete GCIT's required early-dismissal procedures.**



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Daniel Uszaki
Athletic Director

10. What happens if an event time or transportation schedule changes?

If an event, team reporting time, or transportation schedule changes after an early-dismissal request has been submitted, the parent/guardian must notify GCIT as soon as possible and provide the updated information.

Students may not leave at a different time based solely on communication from a coach without ensuring that GCIT has received the appropriate authorization.

11. Who is responsible for transportation?

Transportation is the responsibility of the parent/guardian. GCIT does not provide transportation for students participating in athletic programs operated by their sending districts.

Families may arrange carpools or other transportation, provided the person picking up the student is properly authorized in accordance with GCIT's student release procedures. Students must follow GCIT's normal sign-out and release procedures. Participation in a sending-district athletic program does not independently authorize a student to leave the building.

12. What are the student's academic responsibilities when leaving early?

An approved early dismissal does **not** eliminate the student's academic responsibilities. Students are responsible for:

- Communicating with their teachers
- Obtaining and completing missed assignments
- Making arrangements for missed assessments when appropriate
- Keeping up with academic and career-technical coursework
- Maintaining satisfactory academic standing and eligibility

Students should communicate with teachers in advance whenever possible. **Participation in a sending-district athletic program does not take precedence over GCIT's academic requirements.** Students and families should make every reasonable effort to minimize missed instructional time.



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Daniel Uszaki
Athletic Director

13. Who should I contact with questions?

For questions regarding GCIT procedures, available athletic medical documentation, or participation at a sending district, please contact the **GCIT Athletic Office**.

Parents/guardians should contact the sending district's Athletic Director, Athletic Office, or coach regarding:

- Registration and tryouts
- Athletic eligibility
- Sending-district medical requirements
- Practice and contest schedules
- Team reporting and bus departure times
- Transportation provided by the sending district

14. What is the most important information for families to remember?

GCIT supports opportunities for students to participate in sports that are not offered at GCIT. Successful participation requires cooperation among the **student, parent/guardian, GCIT, and the sending district**. Families should communicate early, provide accurate information, follow the procedures of both districts, and minimize missed instructional time.

Early dismissal consideration applies to scheduled interscholastic athletic events and contests only. It does not apply to practices or routine team activities.

Parents/guardians must always provide the **actual reason** for an early dismissal. An athletic event should never be identified as a doctor's appointment or another inaccurate reason.

Above all, **a student's primary responsibility during the GCIT school day is their education**. GCIT will support appropriate athletic opportunities while maintaining the academic standards, attendance expectations, safety procedures, and career-technical responsibilities that are central to the GCIT educational program.

This FAQ is provided for informational purposes and does not supersede NJSIAA regulations, GCIT policies and procedures, sending-district policies, Board of Education policies, or applicable law.