Orange County Department of Education
Educational and Student Services Division

STEFAN BEAN, Ed.D.
County Superintendent of Schools

ACADEMIC PENTATHLON

School Registration Checklist

Please review this checklist to ensure you have completed all required registration components by the deadlines indicated.

Registration Materials – Deadline is February 18, 2027

Online Form:

- ☐ **Team Roster**

Paperwork: Do not staple consent forms to transcripts/report cards if submitting through mail.

- ☐ **Signed Parent/Guardian Consent Form** (required for each Pentathlete)
  - Digital signatures NOT accepted
- ☐ **Official Transcript or Report Card with GPA calculation** (required for each Pentathlete)
  - Must be signed or stamped by a school counselor or principal
  - Must show handwritten GPA calculation on transcript/report card or include completed GPA Calculation Worksheet
- ☐ **Academic Integrity Policy Form** (coach and all Pentathletes are required to sign the form)
- ☐ **Signed Proctor Affidavit Form** (required for all test proctors)
- ☐ **Competition Day General Rules Form** (one form per school)
  - Must be signed by the coach and principal

Choose one of the options to submit above registration paperwork. All paperwork should be submitted in the same order Pentathletes are listed on the Team Roster:

1. **Through the secure Academic Events Teacher Upload Form:** https://transfer.ocde.us/form/AcademicEventsTeacherUploadForm
   - All scanned paperwork must be submitted as clear and legible PDFs. Do not upload pictures/image files.
   - Do not email registration paperwork.
2. **By U.S. mail:** Orange County Department of Education, ATTN: Kristin Rigby – Redhill, 200 Kalmus Drive, Costa Mesa, CA 92626
3. **By inter-district mail:** OCDE #94 - ATTN: Kristin Rigby, Redhill

- ☐ **Fee Form** – Must submit completed form with purchase order (or check) by the Change/Drop Deadline on **March 18, 2027**. Staff will invoice schools after this date.

Coaches are encouraged to keep copies of all registration paperwork.
For questions or more information, contact Kayla Marolt, Academic Events
(714) 966-4471 | pentathlon@ocde.us | www.ocde.us/pentathlon