Guide to Completing the Student Participation Eligibility Form

1. There are nine columns (two additional) on this revised "Student Participation Eligibility form. This document will guide you column by column on its completion before submission to BPS Athletics.

2. Please note you may NOT submit the names of student athletes if you have not filled out all the required information for individual students. Do Not put the names of student athletes on your eligibility form for whom you have not collected all requested information. Putting students names does not hold a place on your team for them.

3. "Pending" is not an eligibility submission. Please do not use this term on your eligibility form. If a student athlete is missing eligibility information they are not listed until all requested information can be recorded.

4. All non-alphabetized, incomplete eligibility forms will be returned to the sending coach for completion. All coaches must submit a complete eligibility form no later than one week before the start of the season.

5. ADDENDUMS to eligibility forms will be accepted up to one month (four weeks) after the start of a sports season for high school athletes, and up to two weeks for middle school athletes.

   a. Each addendum sheet is submitted separately. Do not record additional names of student athletes on previously submitted eligibility forms, or previously submitted addendum forms.

   b. Each student name listed on any addendum must be faxed with the students current report card and their consent form. Names of students submitted on addendums without report cards or consent forms will not be processed thus making that student ineligible to participate.

HOW TO COMPLETE THE COLUMNS

Column 1: Name (Last Name, First Name)
1. This column must be completed in Alphabetical order by last name, then first name.
2. PLEASE record ONLY the legal name used to register students in BPS.
3. If a student has a hyphenated name please record both last names in the correct order in which a student is registered with BPS.

Column 2: Student Number
It is imperative that only BPS student numbers are recorded in this column for individual student athletes. Please be cognizant of the ease in recording incorrect student numbers.

Column 3: Date 1st Entered Grade 9 (High School), Grade 6 (Middle School)
Because both high school and middle school uses the same eligibility form it is imperative that coaches completing eligibility information for high school enter the date the student athlete entered high school, and coaches completing eligibility information for middle school students enter the date the student athletes entered middle school.
Column 4: Last School Enrolled
1. Please record the name of the school the student athlete attended in the previous school year.
2. If you are a co-op school and you are recording last school attended for a 9th grader, please record the high school they currently attend as well the school they attended in the previous school year.

Column 5: Academic GPA
1. Please record the numerical GPA to two decimal places (i.e., 2.98) based on the current grading term.
2. It is the coach's responsibility to check GPA's during term transitions. It is also the coaches responsibility to notify BPS Athletics of any student athlete whom fails to maintain the required, or better, GPA during the course of a marking term, through transitioning terms, and throughout the season.

Column 6: Date of Birth - Please record student athletes' date of birth. High school students born before September 1, 1993 (Age 19), and/or middle school students born before September 1, 1997 (Age 15) do not meet the age requirement for participation in BPS Athletics.

Column 7: Last Physical Date

1. All student athletes must have a current physical on file in the school nurses office. Coaches are mandated by the Massachusetts Department of Health to surrender all student physicals to the school nurse upon receipt of said physical report. Medical information is protected under the governmental laws of confidentiality and should not be distributed to any person/place other than the BPS school nurse/school nurses office.

2. Please record the last date of physical examination based on the physical examination form submitted to the coach, and subsequently to the school nurse.

Two new columns have been added to this revised form. (1) Sports Clearance (Record Date), and (2) Parent Training and Consent (Record Date). They are the last two columns on the eligibility form.

Column 8: Sports Clearance
Coaches do NOT record dates in the "Sports Clearance" (Record Date) column. This column is strictly reserved for use by school nurses only.

Column 9: Parent Training and Consent
Signed consent forms (by parents and student athletes) are to be returned to individual coaches by student athletes. Coaches record the date of return of the consent form on the eligibility form before submitting copies along with their preliminary eligibility form to BPS Athletics. Coaches must keep a set on their person throughout the duration of the season. Consent forms are only good for the duration of a season.
training annually as part of their coaching responsibility.

Student Academic Eligibility forms have been reformatted to include two new columns. One column requires a sports clearance date (submitted by the school nurse) for students participating in athletics and the other requires the date of return of the parental consent form. It is imperative that parents read the concussion information, take the concussion quiz, sign the consent form, and return the consent form to their child's coach. These steps must be taken before a child can participate in a practice or a competition.

The Return to Athletic Participation form has been reformatted from a two page document to a one page document. This page is used in the event a student athlete suffers an injury that requires them to re-evaluate their medical clearance status as a participant in BPS Athletics.