SMITHVILLE
School District
Tradition of Excellence

January 6, 2017

Dear Parents and/or Guardians,

We are pleased to announce that St. Luke's Hospital will once again be offering physicals at NO CHARGE to all current and prospective athletes in grades 6-11. The administrative staff at Smithville School District is very appreciative of this and has allotted time on **Tuesday, February 7th and Friday, February 10th** during the school day. Students will be asked to sign up no later than January 27th in the office for a scheduled time slot.

The Missouri State High School Activities Association states that any physical that is obtained after February 1st is good for the remainder of the school year as well as through the following year. Therefore the physical your athlete receives on this day will be good through the end of the 2017 school year and the entire 2017-2018 school year!

The district will provide transportation to and from the hospital campus to ensure safety of your student athlete. School personnel will also be on site to ensure a smooth transition to and from. Your students will also be able to take part in a healthcare career fair should they encounter a minor wait time.

Included in this information packet you will find the following:

- Consent To Treat (this must be returned to the school)
- Informational Letter for our online paperwork system Privit
- Instructions for using Privit (you DO NOT need to print out anything from Prvit for your physical at this time, once your file is complete we will be able to access the necessary forms)

We are very excited about this opportunity and hope that you will take advantage of this. Should you have any questions please do not hesitate to contact any of the following individuals at 816-532-0405 or at the respective emails listed below.

Gini Fite - Athletic Training Coordinator
fiteg@smithville.k12.mo.us

Darren Shaffer - Assistant Principal/Athletic Director High School
shafferd@smithville.k12.mo.us

Trevor Mosby - Middle School Assistant Activities Director
mosbyt@smithville.k12.mo.us

CONSENT FOR EVALUATION OF MINOR STUDENT

I, _____ hereby authorize Smithville School
(Parent/Guardian Name)
District in cooperation with Saint Luke's Medical Group - Smithville to perform evaluation as deemed necessary to complete the requirements of the MSHSAA Pre-Participation Physical Evaluation for this minor student. I understand that this physical will be performed at no charge, however if any further testing or evaluation is warranted, the student athlete will be referred for such at the cost to the parent/guardian. It will be the parent/guardian's choice as to where student athlete receives further assessment.

Name of Student:_____

Date of Birth:_____

Name of Parent/Guardian: _____

Signature:_____

Date:_____

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Dear Parents &/or Guardians,

For some of you this will be a refresher and for others it will be an introduction to the program we introduced last year to streamline our paperwork process for all of our athletic paperwork. The following handout will provide detailed instructions to guide you through the online process. This program will assist you in filling out the paperwork necessary to have your student athlete's medical history form completed for their physical and allow you to print a MSHAA physical. It will also allow you to fill out all required MSHSAA and Smithville School District paperwork.

As with last year, we will be here to guide you through the process as well as Privit has an excellent customer service center. This process will ensure student athletes complete required paperwork and get to their coach on time!

We request you start the online process and have required forms printed prior to your student participating in the Student Physical Day. The online process should be ***completed no later than Friday February 3*** in order for us to verify your student athlete's file is complete prior to receiving his/her physical. Should you have questions, email me at fiteg@smithville.k12.mo.us

Gini Fite, PTA/ATC
Coordinator of Athletic Training Services

Darren Shaffer
Assistant Principal/Athletics Director High School

Tod Winterboer
Principal Middle School

Instructions for Using Privit

Welcome to Privit Profile!

This following handout provides instructions to students, athletes, parents and/or guardians for completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

Steps to complete within Privit Profile™:

1. **Register an account in *parents name* here:** https://smithvillewarriors-mo.e-ppe.com
2. **Add athlete(s) to your account (You only need to create one account for your family!)**
3. **Complete all relevant athlete information**
   - Personal Details
   - Pre-Participation History Form
   - MSHSAA Parent Permission
   - MSHSAA Concussion Materials
   - MSHSAA Student Agreement
   - Emergency Contact Information
4. **Apply parent electronic signature**
5. **Apply athlete electronic signature**

Once the required information has been completed and e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval.

For detailed instructions for each step listed above, please refer to the information below.

Privit Profile Instructions for Parents:

As a parent/guardian, you are going to register an account, then add your student to the account and complete only their information. **Start creating your account by selecting or enter the link** https://smithvillewarriors-mo.e-ppe.com **then follow the steps below**.

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (******If you have multiple family members or if you have already registered yourself, you do not need to register again and please refer to #5 below.)

3. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message. Then you will be taken to the HOME page.
4. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your student/athlete to your account; and this section allows you to add other family members if necessary.)

- Click **Add Member** on the left side of the page**.**
- Enter your athlete's first name (and last name if different), date of birth, and gender.
- In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete will have to be different than the email address you registered with) and create a password. (**Enabling a login will allow the student athlete to e-sign documents later in the process**. **This is important as the athlete MUST sign certain portions as well as the parent!**). The click **Add Member**.
- You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
- You will now see the student/athlete listed under Family Members. Please click on their **Name.** Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
- Complete each section of the Personal Details section to 100% and click **Save and Exit**.

IMPORTANT: In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*). You will not be able to submit your forms until this step is complete.

5. Click **Start** to the right of Pre-Participation History Form. Complete all the questions with a red asterisk (*) and when you have finished answering this form, click **Submit**.

a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
b. With your cursor on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
c. Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.

6. From your student athlete's home page, click on **Start** to the right of MSHSAA Parent Permission. Complete the MSHSAA Parent Permission and click **Submit** when you have finished. Then you will be able to apply your parent e-signature to the form. You will then be directed to the Manage Documents page, you will want to select **Home** in the top left to be directed back to Home page.

7. Click **Start** to the right of MSHSAA Student Agreement. Complete the MSHSAA Student Agreement and click **Submit**. This document requires a student athlete e-signature and for instructions for student athlete e-signature, please see the instructions below for creating a student athlete e-signature. Next click **Home** in the top left to be directed back to your Home page.

8. Follow the same procedure for MSHSAA Concussion Materials and Emergency Contact Information as described in step 6. above.
9. After completing the MSHSAA smart forms, you must join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your student/athlete will be participating throughout the school year. (If you are uncertain about which teams your student-athlete might play, chose at least ONE team. You can edit this at any time.)

IMPORTANT: You cannot skip this step as it is critical for you to be able to print your reports/forms to take to the physical exam. In addition, your athlete's coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

10. **When you have completed all the documents and joined a team, you will want to print** the MSHSAA Physical Examination Form for the doctor to sign. To print the Physical Form, click **Download** to the right of the MSHSAA Physical Examination Form and the form should appear within a new tab. You can print the physical form by right clicking on the page and selecting Print.

- When the Physical Form has been signed by the doctor, please turn it back into the school, or upload it into your student's profile.

Creating and Applying Student/Athlete E-Signature:

1. First, you will want to be certain you have enabled a login for your student athlete, so select Manage Account from the home page.
2. From the Manage Account Screen, select Manage Family Accounts.
3. From the family member drop down, select your student athlete and check the box that says **Enable Login**. (If there is an email address already listed next to Current Email, please skip to step number 6)
4. Please type in an email address for your student athlete (different from the email address that was used to register) and create a password. Then click **Submit**.
5. Next, select the name in the top right corner with the circle symbol and from the drop down, select **Log Out**.
6. Then click **Login** and login with the email address and password that was just created for your student athlete.
7. After logging in as the student athlete, select Manage Documents from the home page. Then click Sign Document where a student/athlete e-signature is required.

   a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic student/athlete signature. Select the blue **Create New Signature** tab.
   b. With your cursor on a computer or with your finger from a tablet/mobile device, create your student/athlete signature or initials then click the blue **Save** tab. You will see your student/ athlete signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
   c. Once you have created a student/athlete e-signature, you will not be required to repeat this process. You will be able to apply this student/athlete e-signature anywhere a student/athlete e-signature is required.