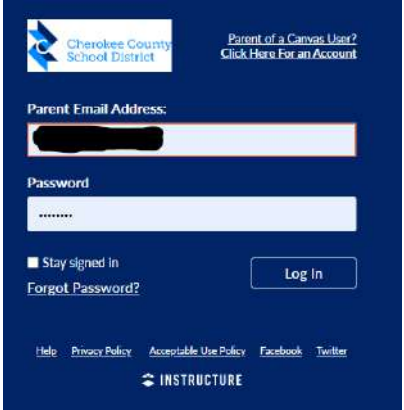



<p>1. Log into Canvas.</p> <p><b>Don't have a Canvas Account?</b></p> <p><a href="#">Click Here for More Information</a></p>	<p><a href="https://myccsd.instructure.com">https://myccsd.instructure.com</a></p> <p><b>Parent Login</b></p> 
<p>2. Click Courses</p>	
<p>3. Click All Courses</p>	<p><b>All Courses</b></p>
<p>4. Click the link for Student Activities/Athletics</p>	<p><b>Student Activities/Athletics</b></p>
<p>5. On the left side of the screen, click on the link for Activities/Athletics Registration</p>	<p><b>Home</b></p> <p><b>Activities/Athletics Registration</b></p>
<p>6. The list will display the students who you are "Observing" in Canvas. Only students in grades 9-12 will be displayed.</p> <p>7. Click the link that says "Start Registration"</p> <p><b>NOTE: If you Return to the site later, the link will say "View Registration"</b></p>	<p><a href="#">Start Registration</a></p> <p><a href="#">View Registration</a></p>
<p>8. Read the "Getting Started" information for an overview of CCSD extracurricular activities.</p>	<p><b>Getting Started</b></p>

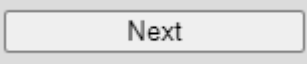

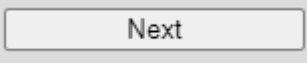

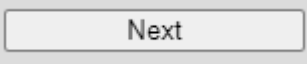
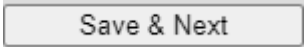

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<p>9. Click Next</p>	
<p>10. The Student &amp; Residency Information tab displays information from CCSD's student information system.</p> <p>11. Verify the data is accurate.</p> <p><b>NOTE: If any information is incorrect, please contact your child's school. Additional documentation may be required before a change can be made.</b></p> <p>12. Click Next.</p>	 
<p>13. The Emergency Contacts tab displays the contacts listed in CCSD's student information system.</p> <p>14. Verify that the data is accurate and up to date.</p> <p><b>NOTE: Data can be updated using either CCSD's Express Gateway or the Back-To-School Gateway.</b></p> <p>15. Click Next.</p>	 
<p>16. The Insurance Information tab requires you to select an option regarding your child's insurance coverage.</p> <p>17. If you choose the second option, that your child is currently covered by a plan, you must also enter your provider and policy information.</p> <p><b>NOTE: You must complete this tab to complete signatures in a later step.</b></p> <p>18. Click Save &amp; Next.</p>	<p>Please Select the Appropriate Option Below:</p> <div data-bbox="846 1360 1412 1524"> <p>Insurance Company/Medical Coverage Provider: <input type="text"/></p> <p>Name of Insured: <input type="text"/></p> <p>Policy Number: <input type="text"/></p> </div> 
<p>19. The Concussion Management tab provides information on the ImPACT™ Concussion Management Program. You must select whether your child may participate in baseline testing.</p>	

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<p><b>NOTE: You must complete this tab to complete signatures in a later step.</b></p> <p>20. Click Save &amp; Next.</p>	<div>Save &amp; Next</div>
<p>21. The Signatures Tab allows you to electronically sign all necessary forms.</p> <p>22. To sign a form, click the link labeled Review and Sign. This will need to be done for each document.</p> <p>23. Review the information presented on the form.</p> <p>24. To complete the signature, type your name in the box near the bottom of the page.</p> <p><b>NOTE: It must match the name shown below the box.</b></p> <p>25. Click Sign Document.</p> <p>26. Repeat steps 22-25 for all necessary signatures.</p>	<div>Signatures</div> <div>Review and Sign</div> <div>Sign Document</div>
<p>27. The Print Forms tab allows you to print a pre-populated Physical Form to be filled out by your physician.</p> <p>28. Click the Generate Physical Form button.</p> <p>29. Click the link labeled Click Here to View Form.</p> <p>NOTE: Students with disabilities are required to complete a supplemental form. If the student does not have a disability, skip to Step 32.</p> <p>30. Click the Generate Supplemental Form Button. <i>Students with Disabilities Only</i></p> <p>31. Click the link labeled Click Here to View Form. <i>Students with Disabilities Only</i></p>	<div>Print Forms</div> <div>Generate Physical Form</div> <div>Click Here To View Form</div> <div>Generate Supplemental Form</div> <div>Click Here To View Form</div>
<p>32. The Checklist &amp; Status tab gives you to ability to monitor completion of the entire process by</p>	<div>Checklist &amp; Status</div>

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you and others needing to take action.

Specifically, you can monitor to ensure that your student has completed all student signatures. Students can log into Canvas and complete the process just as you do.

Additionally, you can review to see when the school has uploaded your completed physical form(s).

### **Student Signatures**

*Signatures are Still Required*

### **Submit Physical Paperwork**

*Updated Upon Receipt and Upload of Physical Form*

### **Current Document Version Information**

Document Version:	2020.1		
Release Date:	07/09/2020		
<b>Version History</b>			
<u>Release Date</u>	<u>Version</u>	<u>Comments</u>	
07/09/2020	2020.1	Original Release	