Hello Parents/Guardians of Sandia High School,

Hard copies of Physical Exam paperwork 7 packet will no longer be accepted by the Athletic Trainer or Athletic Director at the APS High Schools. All information is required to be uploaded into the Dragonfly Max website.

- Here is the link: https://www.dragonflymax.com

Parents/guardians should be the only individuals to creating the account in Dragonfly (DF). **Please DO NOT have your child create an individual account. The Admin team will delete the account.** As the parent/guardian, you can add as many children to your account as enrolled in APS schools. Just scroll down to "add another child" in your account. You do NOT need to make multiple accounts.

*If you are switching APS schools, simply go into the account and choose Sandia HS as the new school.

Electronic Packets can be located on the Sandia HS website under Athletics & the Athletic Training page, the APS Athletics & NMAA websites. Hard copies can be located in the Sandia High School Administration Office or Athletic Training Room at Sandia High School. If you pick up a packet in the Physician's Office, it may not have all the necessary forms attached. Specifically, the "Medical Eligibility form" which is required so be sure to have this form BEFORE going to the appointment.

Helpful tips for the Dragon Fly (DF) process: Use a Computer, laptop or tablet, NOT a phone.

***Sports not showing up when adding a child.** When you go to "add a child" it might default to the 23-24 academic school year - choose 24-25 school year instead**. PLEASE DO NOT add the new information in the previous school year.** (It will need to be re-submitted). At the bottom, there is a link that states, "I don't see my sport", click on that & it will open the list of sports to choose.

***Medical & Demographic Information Section: Required. Fill out completely; do not leave any areas blank.**

a. Athlete's Contact Info - If your child does not have an email or phone number, we recommend just adding the parent/guardian information instead. This is a mandatory field and DF will not let you complete the account without adding the information first.

b. Insurance - Fill out **ALL the fields** in this area; be sure to INCLUDE both the Group AND Policy numbers. (The photo of the insurance card is **optional).**

***Your Sport(s) –** Choose the Sport(s) your child is planning on participating.

***"Hazing Prevention for Students" – ONLY Required for participation at Sandia HS. ***

NFHS Learn website is -**nfhslearn.com.** The athlete MUST create the account, not the parent/guardian.
Follow the directions for this course. The current & completed certificate with the athlete's name and date MUST be visible. Uploaded into DF.

***Pre-Participation Physical Evaluation (PPE)/Medical History forms – Required.**

Either scan & upload the hard copies (front & back) **OR** fill out & electronically sign the attached documents.

***PPE Physical Examination Form: Required**
Upload the Physical Exam form. The physician's signature and date of exam MUST CLEARLY visible when uploaded.

***PPE Medical Eligibility Form: Required.**
This form requires the physician's signature & date on the form at the time of the Physical Exam. Upload this form as well into DF.

***NMAA Consent to Treat Form: Required**. Fill out & electronically sign the document enclosed.

***NMAA Concussion in Sports: Required.** Fill out & electronically sign the document enclosed.

***APS Athletic Participation Consent Form: Required.** Fill out & electronically sign the document enclosed.

***APS Code of Conduct Form: Required.** Fill out & electronically sign the document enclosed.

***Concussion for Students: This is required EVERY new school year.**
NFHS Learn website is - **https://nfhslearn.com.** They athlete MUST create their own account, not the parent/guardian.
Follow the directions for this course. The current school year certificate with the child's name and date MUST be uploaded in DF.

***Emergency Contacts: Required.** Fill out & electronically sign the document enclosed.

***Electronic Signature Agreement Form: Required -** Fill out & electronically sign the document enclosed.

Once all Sections are completed, the Administration Team will check for accuracy to approve or reject documents. A message will explain rejected documents. Once the forms have been corrected, resubmit documents. Once all documents & information have been verified, the Admin. Team will "Approve" the athlete for participation.

If you have questions please contact the Administration team, we will be able to assist you with this process.

Thank you,

Melissa Lee, Athletic Trainer
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