



Dear West High Activity Participants,

In an ongoing effort to simplify the pre-participation process for our students, parents, and coaches, our office is utilizing an automated paperless document collection source called Privit. The good news is that your account will only need to be updated with changes from year to year, not recreated. After parents/students have completed their Privit profile and uploaded their physical, students will still need to monitor their clearance status in PRIVIT to be granted access to practice.

Returning Users:

Some families have already created a Privit profile for the past (2023-2024) school year. If that is the case you will need to log back in to your Privit profile to update your information for the 2024-2025 school year, upload (or restore from archives) a valid physical (Dated after July 1, 2023) and join the appropriate athletic team(s).

Important Note: \*\*\*\*If your physical is dated July 1, 2023, or later, it will be good for the entire 24-25 school year. If your Physical is dated before July 1, 2023, you will need to upload a new physical (dated after July 1, 2023) for the upcoming school year. **ONLY PAGE 5 OF THE PHYSICAL PACKET NEEDS TO BE UPLOADED TO PRIVIT. ALL OTHER PAGES STAY WITH YOUR MEDICAL PROVIDER\*\*\*\***

New Users:

If you are new to Privit you will need to log on to Privit and create your profile. In Privit, you will create the parent account, add your student(s) to the account, complete all sections, upload the annual physical signed by an appropriate medical provider clearing the athlete for participation, and finally join appropriate teams.

**\*\*\*To access more detailed information and specific instructions regarding Privit, go to <https://www.parkwayschools.net/Page/9737> and click on the "Privit Information" link.**

Thank you and welcome to Longhorn Country!

Jeff Taggart, CMAA  
Parkway West Athletic Director

# Parkway West High School Athletic Participation Packet

The following groups must follow the procedures outlined below:

- |                               |                    |                       |
|-------------------------------|--------------------|-----------------------|
| 1. Band (Concert/Symphonic)** | 9. Football        | 17. Speech & Debate** |
| 2. Marching Band/Color Guard  | 10. Golf           | 18. Swimming          |
| 3. Baseball                   | 11. Lacrosse       | 19. Tennis            |
| 4. Basketball                 | 12. Orchestra**    | 20. Track             |
| 5. Cheerleading               | 13. Poms           | 21. Volleyball        |
| 6. Choir**                    | 14. Scholar Bowl** | 22. Wrestling         |
| 7. Cross Country              | 15. Soccer         | 23. Water Polo        |
| 8. Field Hockey               | 16. Softball       | 24. Winter Guard      |

\*\*Concert/Symphonic Band, Choir, Orchestra, Scholar Bowl, and Speech & Debate DO NOT have to submit a physical

## General instructions for completing all necessary forms are listed below

**\*\*\*\* If your physical is dated July 1, 2023, or later, it will be good for the entire 24-25 school year. The exception to this is if your physical is stamped only valid for one year on the physical. If your Physical is dated before July 1, 2023, you will need to upload a new physical (dated after July 1, 2023) for the upcoming school year. \*\*\*\***

1. Go to your schools Privit website:

<https://parkwaywest-mo.e-ppe.com/>

Once at our Privit website, you will need to do ONE of TWO things.

1. If you **HAVE** used Privit before and have an account, you will simply log in to your account and proceed to either step 2 (on the next page) if needing to add an athlete or step 3 (on the next page) if your athlete is already showing in the parental account.
2. If you have **NOT** used Privit previously, then begin on Step 1 (on the next page) creating a parent's account.
2. Register an account in a parent's name or log in to existing account and add athlete(s) to your account by selecting "Add Student/Athlete" or click on existing student/athlete.
3. Join Appropriate Team(s)
4. Complete Personal Details section
5. Complete all forms and apply parent and student-athlete electronic signatures on each (Waiver of Liability, Parent Permission, Consent to Treat, Eligibility Presentation, MSHSAA Concussion Materials, Electronic Use Policy, Transportation Form, Inherent Risk of Injury, and Code of Conduct)
6. Take a physical form to your medical provider to complete. A blank physical form can be found on our website under "Athletics" as well as on the Privit website. Upload the physical form signed by your medical provider or restore a valid physical (dated after July 1, 2023) from the archives. **ONLY PAGE 5 OF THE PHYSICAL PACKET IS TO BE UPLOADED TO YOUR PROFILE THE OTHER PAGES STAY WITH YOUR MEDICAL PROVIDER.**

**Please make sure physical has Doctor signature, date, and they have checked the appropriate clearance box.**

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. A staff member at the school will update the **Clearance Status**, the status is not automatically updated. If you click **Sign** next to Signed Documents, there should be **all green check marks** next to all signatures on all forms listed.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit [www.support.privit.com](http://www.support.privit.com).

7. **Last Step: FOLLOW CLEARANCE GUIDELINES PUBLISHED BY ACTIVITIES OFFICE**

Detailed “How to” Guides for Parents & Athletes can be found online at

<https://support.privit.com/hc/en-us/sections/200400273-Parent-Athlete-How-To-Guides>

### **Step 1: Register an Account in the Parent/Guardian's Name**

As a parent/guardian, you will register an account in your name, then add your athlete to the account and complete only their information. Start creating your account by selecting or entering the link [parkwaywest-mo.e-ppe.com](https://parkwaywest-mo.e-ppe.com) then follow the steps below.

1. From the landing page, click “Register”.
2. Please register by entering the role of “Parent/Guardian” and then complete the required fields (denoted with an asterisk) 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. You will get a confirmation number via email and then your cell number for verification of your entries.

### **Step 2: Add Student/Athlete to Account**

1. Once you confirm your email address and cell phone number, a box will appear asking if you want to add a Student/Athlete to your account. Click “add”.
2. Complete the required fields for your athlete (first name, last name, date of birth, and sex), and then click “Add Member”
3. You will now see your athlete's name listed on the home page on the left-hand side of the screen.
4. Click on your child's profile on the left-hand side of the screen to begin entering the required information.

### **Step 3: Join the Appropriate Team(s)**

1. Under your Student/Athlete, click on “Update” for Joined Teams.
2. Click on the check box of the sport(s) that your student will participate in for the school year
3. Click on “Done”

### **Step 4: Complete the Personal Details Section for the Athlete**

1. Click on “Start” on the Personal Details section
2. Complete all required fields (marked with a red asterisk, \*). Click on “Next” to go to the next section.
3. Complete all 4 sections (Personal Information, Primary Insurance, Family Physician, Emergency Contacts).
4. Once all sections are complete (green line with 100% above it on the left-hand side), click on “Save & Exit”

**IMPORTANT:** For the personal details to be 100% complete, you will need to answer ALL mandatory questions that are marked with a red asterisk (\*).

### **Step 5: Complete All forms and Get Student/Athlete and Parent/Guardian Signatures**

1. Click the blue “Start” button found to the right of the form you want to complete.
2. Complete all required fields (marked with a red asterisk, \*). Click on “Save” and then “Submit”.
3. A box will pop up asking if you want to review or electronically sign your document. Click on “Sign”.
4. For the first form, you will need to create a new signature or choose a signature file from your computer files. Click on “Save”. You will then be taken back to the Student/Athlete home screen. Once you make your signature, have your student create their signature. Once this is complete, you can click on “Sign” now listed to the right of the form name. Slide the button for signing the document on behalf of your student and check the boxes under the signature lines. Click on “Sign Document”. The blue button listed to the right of the form name should now say “Complete”
5. Scroll down and fill out all and sign all remaining forms: Waiver of Liability, Parent Permission, Consent to Treat, Eligibility Presentation, MSHSAA Concussion Materials, Electronic Use Policy, Transportation Form, Inherent Risk of Injury, and Code of Conduct

### **Step 6: Upload Physical Form (not required for Concert/Symphonic Band, Choir, Orchestra, Scholar Bowl, and Speech & Debate)**

**IMPORTANT NOTE:** If your current physical is dated July 1, 2023, or later and that document is NOT showing active in your student's profile, please go into your “Manage Documents” section, click on the “Archived” tab and restore your signed physical exam form. Any physical dated after July 1, 2023, is valid for the 2024-2025 school year (only exception is if your medical provider marked “Valid for one Year” on your physical. If your physical is dated before July 1, 2023, you will need to upload a new physical for the upcoming school year. ONLY PAGE 5 OF THE PHYSICAL PACKET NEEDS TO BE UPLOADED.

1. After completing the forms, you can upload the physical to the account. Click on the blue "Upload" button next to the "Upload Documents" section. Choose the file from your computer or phone. Under "Document Type" select "Physical Form".
2. Click on the blue "Upload" button once complete.

**\*\*IMPORTANT:** Upon creation of a student/athlete profile and designation of team(s), the profile will become available for the appropriate staff member to review and approve. The status is not automatically updated. To reduce delays, make sure all possible teams they can participate in are joined, there are two (2) green check marks under each form denoting that both signatures have been captured, and a physical has been uploaded. \*\*

**Step 7: Follow CLEARANCE GUIDELINES below**

**MANDATORY \*\*\* To be able to attend practices on the first day of practices or later, you will need to check your clearance status within your PRIVIT profile (explained below). You will only be granted access to practice with a Cleared status in PRIVIT. PLEASE BE PATIENT AS WE WORK THROUGH HUNDREDS OF PROFILES LEADING UP TO YOUR SEASON.**

When you log in you will see any of the following within your account (images on next page):

1. **Submission incomplete** – This means you have not completed all the requirements for us to review your profile. Go back through all the blue buttons and update/complete missing components.
2. **Submission complete** – This means you have completed everything, and it is waiting for someone in the activities office to review your information.
3. **Not Cleared Deferred** – This means your submissions had something that did not pass the screening process (i.e. out of date physical, no insurance listed, missing signatures, etc...) You will need to go back into your profile to complete the missing/incomplete/inaccurate data.
4. **Cleared** – This means you are cleared to attend practice once the season starts

**IMPORTANT.... We are requesting everyone complete their PRIVIT the week prior to the start of practices, if not before. The activities office will review submissions and update PRIVIT status on an ongoing basis. Status is NOT automatically updated to clear after completing all necessary forms.**

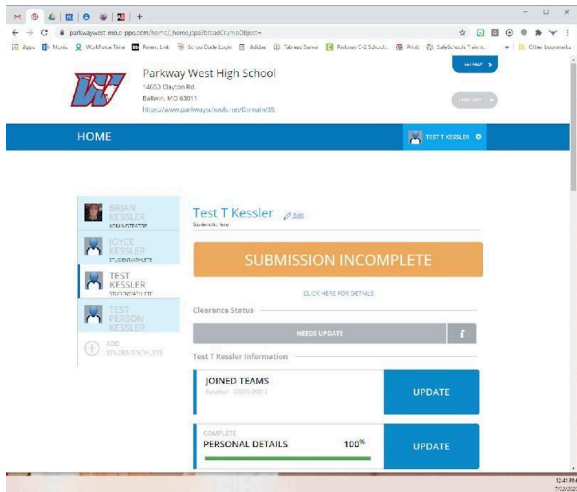
**AGAIN, PLEASE BE PATIENT AS WE WORK THROUGH HUNDREDS OF PROFILES LEADING UP TO YOUR SEASON.**

Please understand that a last-minute submission on your part might mean a delay in being able to attend practice. Once you are cleared that status remains for the entire school year.

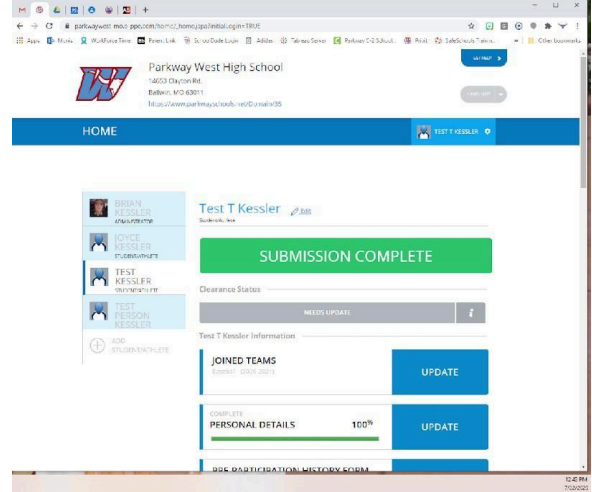
If you have questions or concerns, please contact Jeff Taggart [jtaggart@parkwayschools.net](mailto:jtaggart@parkwayschools.net)

**\*\*\*See images on the next page for further details on what your PRIVIT screen could/should look like.**

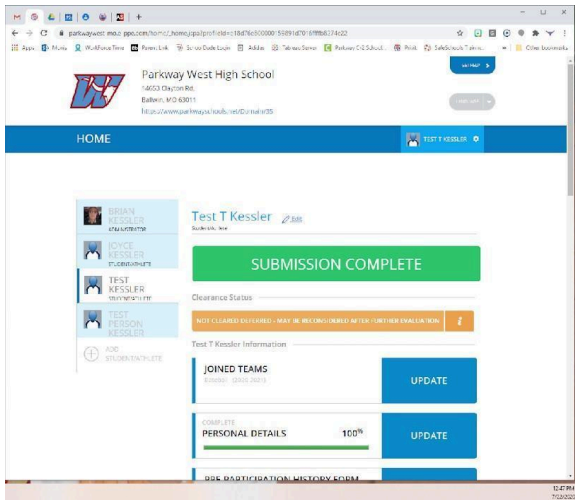
## Submission incomplete Screen



## Submission Complete Screen



## Not Cleared/Deferred Screen



## Submission Complete – Cleared

