

Steps to Complete Lake Washington High School Athletics Online Registration

Complete the following checklist for registration and eligibility for athletics

- CURRENT PHYSICAL:** A current physical is required to be on file in the Athletics office. Physicals are good for 2 years from the examination date. The physical must **not** expire during the season in which you are registering for. All physicals on file will be valid until they expire.
http://lwhs.lwsd.org/uploaded/Website/About_Us/Forms_Library/Athletics/Pre-participation-Physical-Examination-Physician-Evaluation-Form.pdf
- MEDICAL HISTORY:** Each athlete must have a current **Medical History Form** turned in to the Athletics office. Medical history forms are good for 1 school year.
http://lwhs.lwsd.org/uploaded/Lake_Washington_High_School/Documents/Athletics/Pre-participation-Physical-Examination-Medical-History-Form.pdf
- ONLINE REGISTRATION PROCEDURE:** Online registration is completed through **Parent access.** Make sure your account is activated and you know your password. If your Parent Access account is not working, follow the steps to retrieve or reset your password. Sometimes this process can take up to 24 hours to complete. You may need to disable your cookies or lower your fire walls settings while you are registering.
Have your insurance and any other health information near you before you begin the registration process.
 - Login to Parent Access <http://www.lwsd.org/help/parent-access-support>
 - “Parent Access Log In”
 - Select Online Payments
 - Select the student you are registering
 - Select Items at Students School (if you are a choice school student please select: All Schools **then** Lake Washington High School.
 - Select Lake Washington High School Sports
- Select Form #1, #2 and #3 for athletics registration. It looks like you are buying them but they are “sold” at no charge. If you are signing up for a **non-cut sport** purchase the sport you are registering for. You will fill in all the information on the 3 forms when you go to your “cart” and check out, the message will check out step 1 – Additional information. **Very important! You must fill out all 3 forms when registering for a sport.**
- Payments –**
 - **ASB -** Select option to buy ASB card. Please note you **MUST** purchase an LWHS ASB card when registering for sports even if you go to a Choice, Private, Running Start or Homeschool.
 - **Cut - sport-** If you are signing up for a cut sport you will not need to pay the sports participation fee until after try-outs are over. If the athlete makes the team you have 3 days to make the participation fee payment.
 - **Non-cut sport-** If you are signing up for a non-cut sport you will need to **pay at the time you are registering.** Click on the sport you are registering for and make the payment at that time.
- Before logging out make sure you completed Form #1, #2 and #3 and make required payments.
- Bring your Physical and Medical History forms to LWHS Athletics Office to receive your **GOLDEN TICKET** to give your coach.

Athletes must maintain passing grades in at least 6 out of their 7 classes. (current term)