

SPORTS Participation and *FinalForms* at Mountain Lakes High School

FinalForms is the district's online management system for all sport forms. Some things to note are as follows:

All parents / students must **REGISTER** for Sport Participation for **each** sport season on *FinalForms*. Students should be using their high school email address **ONLY**. Once a parent registers their child for a sport on **FinalForms**, both parent and student will receive by email a **sport form set** to read/complete. When both parent/student completes the entire set of forms, the student will be successfully registered for that sport season.

The annual **Pre-Participation History and Physical Examination Form (PPE)** is available on *FinalForms* to download, present to your healthcare provider and then submit to the school nurse. Every school year, this sport physical must be completed and submitted for sport participation. The PPE must be submitted to the school nurse in paper format. It becomes part of the student's permanent health record. The school nurse reviews the sport physical and manages the sport physical expiration date on *FinalForms*.

For subsequent sport seasons after the annual PPE is submitted, the parent needs to submit a completed **State of New Jersey, Department of Education, Health History Update Questionnaire**. This form is also available on *FinalForms* to download, complete and submit in paper format to the school nurse.

Both the PPE and Health History Update Questionnaire are NJ state required forms. These forms are available on *FinalForms* and are also always available in the MLHS Main Office and MLHS Nurse's Office.

***FinalForms* web site address is as follows:**

<https://mountainlakes-nj.finalforms.com>

REGISTRATION on *FinalForms* starts and ends for each sport season as follows:

Fall Sports:	July 1st thru September 15th
Winter Sports:	October 1st thru December 15th
Spring Sports:	January 1st thru March 15th

SPORT PHYSICALS

Each student athlete who wishes to participate on a school athletic team must have a physical exam within 365 days prior to the first practice session. Sport Physicals are only valid for one year. Either the student's healthcare provider or the school physician may perform the annual sport physical.

We strongly advocate that all students be seen by their healthcare provider to foster an ongoing provider/patient relationship, to provide opportunities for specialist referrals, laboratory testing and assessment of vaccination status. However, since seeing a healthcare provider is not always possible, we will offer sport physical exams by our school physician periodically throughout the year to accommodate the need for this annual exam. If your child will see his or her healthcare provider for this annual sport physical, then there is no real need or reason to participate in the sport physical opportunity by our school physician. One annual sport physical examination is clearly sufficient.

Sport Physicals for students *entering* Grades 9-12, will be conducted on Friday, June 14th from 12:00PM to 4:00PM in the High School Athletic Trainer's Office by Dr. John Russo, School Physician. We ask that every student stop at the High School Nurse's Office for vision screening before proceeding to the Athletic Trainer's Office. If a student wears contacts or eyeglasses, they must wear them for the vision-screening portion of the sport physical.

We will follow this appointment schedule:

12 th Graders	@	12:00Noon
11 th Graders	@	1:00PM
10 th Graders	@	2:00PM
9 th Graders	@	3:00PM

Students choosing to have their sport physical on Friday, June 14th are expected to bring completed paperwork packet. Paperwork packet includes:

- Pre-participation Physical Evaluation History Form (to be completed and signed by parent & student athlete)
- Physical Examination Form (to be completed by healthcare provider/school physician)

IMPORTANT: For all students planning to see their private healthcare provider for a sport physical:

- THE PHYSICAL EXAM MUST BE COMPLETED BY A HEALTHCARE PROVIDER WHO HAS COMPLETED THE STUDENT-ATHLETE CARDIAC ASSESSMENT PROFESSIONAL DEVELOPMENT MODULE.
- Sport Physicals must be recorded on New Jersey Department of Education approved physical forms. NO OTHER PHYSICAL FORMS WILL BE ACCEPTED. Only the newest version of forms (revision 2014) will be accepted.
- The examining healthcare provider must complete all sections of the physical, including the date of the actual physical exam. All physical forms must be stamped with Physician Stamp. Any sport physical submitted with incomplete information will be returned to the parent for completion by healthcare provider.
- Submit all completed Pre-participation Physical Evaluation History Forms and Pre-participation Physical Examination Forms and / or Health History Update Questionnaires to the Mountain Lakes High School Nurse. Completed forms may be placed in the nurse's mailbox located in the High School Main Office.



Mountain Lakes High School will require the annual submission of the following:

- Pre-Participation Physical Evaluation-Health History Form; completed and signed by parent/guardian. (Newest DOE version, 2014)
- Pre-Participation Physical Examination-documented on an approved New Jersey Department of Education form, dated, and signed by the student's medical provider or school physician. (Newest DOE version, 2014)

The annual *targeted* deadline for submission of paperwork is as follows:

Fall Sports: August 1st (or prior to first day of practice for fall sports)
Winter Sports: November 1st (or prior to first day of practice for winter sports)
Spring Sports: February 1st (or prior to first day of practice for spring sports)

Paperwork to be submitted must include the following documents:

- Health History Form-completed by parent/student annually
- Physical Examination-completed by healthcare provider annually / OR
- Health History Update Questionnaire for subsequent sport seasons-completed by parent

No student will be allowed to practice or participate in any sport without a current, valid physical exam on file in the MLHS Nurse's Office.

Baseline ImPACT Concussion Testing:

All incoming freshmen and any other new student transferring into the district, who is planning to participate in a sport, will need to have baseline ImPACT Concussion Testing before the first day of practice. As per our policy, every student athlete will need Baseline ImPACT Concussion Testing every two years, therefore, all 11th grade athletes will be retested this school year prior to the start of their sport season. The Athletic Trainer will notify all teams of baseline re-testing days/times.

Clarification re: Medical Updates (Health History Update Questionnaire)

An annual Sport Physical needs to be submitted to the High School Nurse's Office. A Medical Update or Health History Update Questionnaire needs to be completed by parent/guardian for each subsequent sport season during the school year after the annual physical was submitted. This medical update is in fact, an update of the student's health history since the last medical/physical exam. Either a sport physical or a medical update needs to be submitted within 90 days of the first practice session for every sport season whenever a student intends to participate.

Clarification re: Injuries and or Major Illnesses and Medical Clearance

If a student suffers an injury or major illness, which requires medical care and treatment by a healthcare provider, they will need to be medically cleared by their healthcare provider to resume competitive sports. A simple statement of medical clearance should be provided to the Nurse's Office. Any modifications or restrictions for activity should be clearly stated by the healthcare provider.

For any questions, please call the Mountain Lakes High School Nurse at 973-334-8400, EXT#5288 or send email to lwojcik@mlschools.org.