

OUT OF DISTRICT

STUDENT-ATHLETE PAPERWORK PROCESS

1. Contact Seattle Public Schools Admissions Center to enroll your student as "Athlete Only" at Roosevelt HS. Instructions to complete the Admission Paperwork online can be found on: [http://www.seattleschools.org/admissions/registration/grades 2 through 12/](http://www.seattleschools.org/admissions/registration/grades_2_through_12/)
 - We cannot process the student's athletic paperwork until he/she has been enrolled
 - **Parents:** Inform the athletic secretary when you have received confirmation that your student has been **enrolled** at Roosevelt HS. Please know that the successful completion of the admissions form does not automatically enroll your student. The Enrollment Center will have to process the paperwork and make a decision based on the forms you have submitted.
2. Complete the Roosevelt HS Athletic Packet (found on the RHS Website Athletics page. Hardcopies available in front of the Athletic Director's office next to the theater) and turn it in to the athletic secretary in Room 101C.
3. Pay \$100 athletic fee. Make checks payable to RHS.
4. After completing steps 1-3, the athletic secretary will:
 - Check that the Athletic Packet is complete
 - Verify that your residential address is within the RHS boundary
 - Obtain signature from the Athletic Director
 - Send a copy of all paperwork to District Athletics and/or Enrollment for accuracy

After these steps have been completed, the athletic secretary will set up your student in PowerSchools database. He/She will then be enrolled on the team, and then added to the roster. The student's name should officially be on the roster to be deemed eligible to attend practices and games.

For eligibility and student-specific questions, please contact the Athletic Director.

When To Turn In Paperwork and Payment:

During School	Summer Hours	2018-2019 Due Dates
<i>Mondays, Tuesdays, Thursdays, Fridays</i> Before School 8:00am—8:30am First Lunch 12:05—12:35 Second Lunch 1:05—1:35 After School 3:35—3:50	June 25—June 29 7am to 2pm August 20—September 4 7am to 2pm	Football Paperwork Due: May 31, 2018 Football 1st Day of Practice: August 15, 2018 All Other Fall Sports Paperwork Due: June 1, 2018 1st Day of Practice: August 20, 2018 Winter Sports Paperwork Due: October 12, 2018 Gymnastics 1st Day of Practice: November 5, 2018 All other Winter Sports First Day of Practice: November 12, 2018 Spring Sports: January 25, 2018 1st Day of Practice: Feb. 25, 2018
<i>Wednesdays (Early Dismissal)</i> Before School 8:00am—8:30am Lunch 11:15—11:50 After School 2:20—3:50		

****If you turn in your paperwork after the due date, there is no guarantee that it will be processed in time for the 1st week of practice****

Questions? Contact Information:

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206-406-1041

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