

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 the Main Office) and turn it in to the athletic secretary in the Main Office.
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	Due Dates
<i>Mondays, Tuesdays, Thursdays, Fridays</i>	June 25—June 29	Fall Sports: TBD
Before School 8:00am—8:30am	TBD	1st Day of Practice: TBD
First Lunch 12:05—12:35		
Second Lunch 1:05—1:35	August TBD—September TBD	Winter Sports: TBD
After School 3:35—3:50	TBD	1st Day of Practice: TBD
<i>Wednesdays (Early Dismissal)</i>		
Before School 8:00am—8:30am		Spring Sports: Feb. 1—Feb. 13, 2018
After School 2:20—3:50		1st Day of Practice: Feb. 26, 2018

****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:

Ryan Sherlock
Athletic Director
rpsherlock@seattleschools.org
206-406-1041

Holly Poulias
Fiscal Specialist
hpoulias@seattleschools.org

Disney Bayot
Assistant Secretary | Athletic Secretary
dnbayot@seattleschools.org
206-252-4834

Turn in your completed forms to Ms. Disney in the Main Office.

Thank you!