



2024 Fall Sports Season – Athletic Placement Process (APP)
TIMELINE for: OPTION #1 – Primary Care Physician (PCP)

Step	Description	Responsible Party	Completion Date/Deadline
1	Varsity Coach Sport Skill Evaluation, AD discussion, and Athlete Consideration	Varsity Coach and Athletic Director	July 5, 2024
2	Athletic Director approval of student athlete to proceed	Athletic Director	July 10, 2024
3	Athletic Director sends student APP list to District Medical Director/designee and approval to Varsity Head Coaches.	Athletic Director	July 10, 2024
4	Varsity Coach will invite student and parent/guardian to voluntarily participate in the APP program providing the options to use District Medical Director or PCP for maturity testing. <i>PCP should be scheduled for no later than August 13th.</i>	Varsity Coach	July 10 - July 14, 2024
5	Varsity Coach will communicate to AD's Office via email, the parents' intent to allow/not allow their student to participate in the APP program and their choice of MD or PCP.	Varsity Coach	July 16, 2024
6	Athletic Director office will prepare student specific APP packets for distribution for using a PCP.	Athletic Director	July 19, 2024
7	APP packets will be picked up, by parent/guardian, in the HS AD's office. <i>PCP should be scheduled for no later than August 13th.</i>	Students' Parent/Guardian	July 22-26, 2024
8	The parent/guardian reviews the APP packet and its requirements with student.	Students' Parent/Guardian	July 22 – August 2, 2024
9	APP packets permission form is signed by parent/guardian and returned to the middle school nurse's or designated location by deadline. <i>PCP should be scheduled for no later than August 13th.</i>	Students' Parent/Guardian	August 2, 2024 <i>APP ends if no permission form is returned by date.</i>
10	District Medical Director/designee will establish physical maturity evaluation date/time (District Medical Director) or confirm maturity exam date/time with provided PCP information.	School Medical Director/designee	August 5 - 9, 2024 <i>PCP is scheduled by the Parent/Guardian.</i>
11	District Medical Director/designee will confirm with all parents/guardians of their students' physical maturity schedule PCP exam date and time, as well as confirm the parents/guardian's intent on being present or not for the visual physical exam.	School Medical Director/designee	August 9, 2024 <i>Confirmations of appointment date, time, and parents' intent to be present obtained by MS Nurse</i>
12	All paperwork from the PCP should be faxed or handed in (Hard copy) to the Athletic Office. <i>Fax Number: (607) 795-2510 ATTN: Kristen Raniewicz</i>	School Medical Director/designee	August 13, 2024 <i>APP ends if PCP form not submitted unless a change to District Medical Director is chosen</i>
13	District Medical Director/designee will conduct clothed visual exam in nurses' office and make final APP determination on medical clearance for student.	School Medical Director/designee	August 14, 2024 <i>APP ends if not medically cleared</i>
	District Medical Director/designee will send, via email, a list of medically cleared student APP candidates to the Athletic Director.	School Medical Director/designee	August 16, 2024
14	Athletic Director will send medically cleared student athlete's parent/guardian, via email, the requirements of the APP Physical Fitness Testing program, as well as the date, time, and	Athletic Director	August 16, 2024

	location of the testing.		
15	Athletic Director will conduct APP Physical Fitness Test program at the High School Stadium	Athletic Director	August 21, 2024
16	Varsity and Junior Varsity Sport Try Outs (All 9 th -12 th and approved 7 th -8 th APP Athletes)	Varsity Coach	Football: Starts August 22 All Sports: Start August 26
17	Athletic Director completes districts APP program records information sheet	Athletic Director	September 2, 2024
18	Athletic Director completes APP program completers notifications to Section IV office.	Athletic Director	September 2, 2024



2024 Fall Sports Season – Athletic Placement Process (APP)
TIMELINE for: OPTION #2 – District Medical Director/Designee

Step	Description	Responsible Party	Completion Date/Deadline
1	Varsity Coach Sport Skill Evaluation, AD discussion, and Athlete Consideration	Varsity Coach and Athletic Director	July 5, 2024
2	Athletic Director approval of student athlete to proceed	Athletic Director	July 10, 2024
3	Athletic Director sends student APP list to District Medical Director/designee	Athletic Director	July 10, 2024
4	Varsity Coach will invite student and parent/guardian to voluntarily participate in the APP program providing the options for Medical Director and PCP.	Varsity Coach	July 10 – July 14, 2024
5	Varsity Coach will communicate to AD's Office via email, the parents' intent to allow/not allow their student to participate in the APP program.	Varsity Coach	July 16, 2024
6	Athletic Director office will prepare student specific APP packets for distribution	Athletic Director	July 19, 2024
7	APP packets will be picked up, by parent/guardian, in the HS AD's office.	Students' Parent/Guardian	July 22-26, 2024
8	The parent/guardian reviews the APP packet and its requirements with student.	Students' Parent/Guardian	July 22 – August 2, 2024
9	APP packets permission form is signed by parent/guardian and turned in to the middle school nurse's office by deadline.	Students' Parent/Guardian	August 2, 2024 <i>APP ends if no permission form</i>
10	District Medical Director/designee will establish physical maturity evaluation date and time schedule for each identified APP student	School Medical Director/designee	August 5 - 9, 2024 <i>Scheduled by District Medical Director/designee</i>
11	District Medical Director/designee will notify all parent/guardians of their students' physical maturity exam date and time, as well as confirm the parents/guardian's intent on being present or not for the appointment per their submitted APP permission form	School Medical Director/designee	August 9, 2024 <i>Confirmations of appointment date, time, and parents' intent to be present obtained by MS Nurse</i>
12	District Medical Director/designee will conduct physical maturity evaluation in nurses' office and make final APP determination on medical clearance for student. <i>(Any determination will be sent via email to parent/guardian)</i>	School Medical Director/designee	August 14, 2024 <i>Scheduled appointment at HS Nurses Office APP ends if not medically cleared</i>
	District Medical Director/designee will send, via email, a list of medically cleared student APP candidates	School Medical Director/designee	August 14, 2024
13	Athletic Director will send to medically cleared student athlete's parent/guardian, via email, the requirements of the APP Physical Fitness Testing program, as well as the date, time, and location of the testing.	Athletic Director	August 19, 2024
14	Athletic Director will conduct APP Physical Fitness Test program	Athletic Director	August 21, 2024
15	Varsity and Junior Varsity Sport Try Outs (all 9 th -12 th and approved 7 th -8 th APP Athletes)	Varsity Coach	Football: Starts August 22 All Sports: Start August 26
16	Athletic Director completes districts APP program records information sheet	Athletic Director	September 2, 2024
17	Athletic Director completes APP program completers notifications to Section IV office.	Athletic Director	September 2, 2024