

Revised 7/23/20 to include more information on why the "Re-Use Document" Button may be missing.

Parents/Guardians & Students,

The Little Elm ISD Athletic Department *Planet HS* Athletic Online Participation forms have been updated for the 2020-2021 school year. Parents/Guardians and Athletes need to **login to their individual Planet HS (Previously Arbiter Athlete) Accounts** @ <https://www.planeths.com/> and they will automatically be prompted to complete the new forms for 2020-2021. Walkthrough Instructions are included on how parents/athletes can update their accounts and complete the forms for 2020-2021. Also attached is the UIL Physical form with Medical History for 2020-2021.

Please read the following **changes & updates** for athletes' physicals & online forms carefully.

The UIL has **waived** the two year physical rule for the **2020-21** school year. Which means for **most** athletes, last years' 2019-2020 physical can be **extended** for the 2020-2021 school year. Directions on how to extend your physical are included below.

****This does not apply to incoming 7th graders or transfer students. They will require a NEW UIL Physical.**

***NEW 2020-2021 Planet HS ONLINE MEDICAL HISTORY FORMS must be submitted as soon as possible.** IF you have an extenuating circumstance that requires you to check "Yes" on specific questions, this **WILL REQUIRE** an updated physical. No exceptions. You could get a notice that your Physical was "Declined" & you will need to get a new physical.

*****The Middle Schools' Coordinators & the Athletic Training Staff will review the NEW 2020-2021 Planet HS Medical History Forms submitted online in order to determine if a new physical is required.**

What are the steps?

Login: <https://www.planeths.com/>

Login (Sign In) Issues? **DO NOT create another account or "Sign Up" for account!** Request "Forgot Password". **NEW to the district**, or still having issues or questions? **Contact the Athletic Training Staff or your Middle School Coordinators.**

Athletic Trainers:

Laws Kidwell-Cox: lkidwell@littleelmisd.net

Mark Stine: mstine@littleelmisd.net

Lowell H. Strike MS

Girls - Crystal Drummond: cdrummond@littleelmisd.net

Boys - Dominique Edison: dedison@littleelmisd.net

Jerry Walker MS

Girls - Jenna Brown: jennabrown@littleelmisd.net

Boys - Danny English: dannyenglish@littleelmisd.net

Parents/Guardians & Students' Logins (Sign In) should be the same as last year.

- Students' logins are typically their school email address; however, some students used their own cell # or personal email when they setup their accounts. We recommended that Students setup their passwords as their school ID# (some students added "le" at the end especially if their school ID# is less than the required 8 digits).
- Parents/Guardians set up their own logins & passwords. Parents' Logins could be their cell # or personal email address -this is dependent on how the Student linked their account to the Parent/Guardian when the Student setup their account.
- **Troubleshooting NOTE:** Do **NOT** "Use my Student ID instead" to Sign In since accounts are already created/imported using school email addresses. Do **NOT** "Use my ArbiterSports Account" this is not for use by Students or Parents/Guardians. Do **NOT** "Sign Up" for an account ONLY "Sign In" (Dark Blue button)

PHYSICAL EXTENSIONS from 2019-2020: In Planet HS under Athletic Forms – "UIL – Pre-Participation Physical Examination Link" Students and Parents/Guardians can see an option or BLUE Button to **"Re-Use Document"** for the previous years' physical examination **ONLY IF THE PHYSICAL hasn't expired yet (If the date of exam was still within 1 year from today's date).**

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NOTE: If it's been over 1 year from the physical date, you will not have the "Re-Use Document" option. *Instead, you will have to download last years' physical from your "2019-2020" school year Planet HS account, & then upload the document under the 2020-2021 school year's UIL Pre-Participation Physical Examination Section.

***Next, you will change the "Physician Signature Date" to 1 year later than the date signed by the physician on the physical. Example:** Physical was originally signed by physician on 6/17/19 -change the Physician Signature Date to 6/17/20 so the physical is good for another year of participation.

The upload from the 2019-2020 school year will carry over and **will expire 2 years from the original Physicians' Clearance Date on the physical.**

- *NOTE: Make sure you select the "Re-Use Document" under the **UIL Pre-Participation Physical Examination Section (NOT the "Re-Use" Button under the "UIL Pre-Participation Physical Evaluation - Medical History" -A new Medical History is required annually).**
- After selecting the "Re-Use Document" option, then Click "Sign & Submit Form" button at the bottom.

Only Parents/Guardians and Students can see the "Re-Use" option. When you sign in, if you follow the "Guide Me" prompt it will take you through this step by step including how to use the "Re-Use" Feature.

Completing forms:

The Student & Parent/Guardian **both** need to complete the 7 forms on each of their individual accounts. Some forms will only require a simple Signature or Initials (INT) from the Student, and will allow only the Parent/Guardian to complete the information (i.e. LEISD Emergency Card/Travel Form or the Information Release). **NEW to the district, or still having issues or questions? Contact the Athletic Training Staff or your Middle School Coordinators.**

Example of Forms Below:

Completion of These Forms is Required of Each Student

The forms below must be completed by both the student and a parent or legal guardian. Only after the Sports Director has reviewed and approved the completed forms will the student be allowed to participate in team activities.

Form	Approval Dates			Status	Audit
	Student	Parent	Staff		
UIL - Pre-Participation Physical Evaluation - Medical History	06/04/20	06/04/20	06/08/20	Complete	View Log
UIL - Pre-Participation Physical Examination				Incomplete	
UIL Athletic Participation Forms Agreement	06/04/20	06/04/20		Complete	View Log
LEISD Emergency Card/Travel Form	06/04/20	06/04/20		Complete	View Log
LEISD Athletic Information Release Form	06/04/20	06/04/20		Complete	View Log
LEISD Athletic Code of Conduct	06/04/20	06/04/20		Complete	View Log
LEISD Risks, Insurance, Helmet Acknowledgment Form	06/04/20	06/04/20		Complete	View Log

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ADDITIONAL INSTRUCTIONS THAT NEED TO BE FOLLOWED BASED ON GRADE LEVEL

(this information may be updated periodically)

INCOMING 7th & 8th Graders:

7th Graders: Accounts will be created/imported for Students by the Middle School Coordinators using Students' school email addresses & a default password that will be set as: "planeths"

Steps to move forward:

- Students will need to **Sign In** with their school email & default password first.
- Students need to go to **Account Info & CHANGE their PASSWORD**. We recommended that Students setup their passwords as their school ID# (some students need to add "le" at the end if their school ID# is less than the required 8 digits).
- **LINK ACCOUNT** to a Parent/Guardian by entering the Parents/Guardians' Email address (Email is preferred over the Cell # since most Parent/Guardian Cell #s are registered as the Students' Phone in the LEISD)
- **Parents/Guardians will receive an invitation** (via Email or Text) **after** the student LINKED their account. Parents/Guardians will then need to Setup their Sign Ins and Password; and then LINK as a Parent/Guardian **back** to the Student Account. You can use the Green **"GUIDE ME"** Button as needed.

8th Graders: Sign In & follow the instructions listed on Page 1 including the "**Re-Use Document**" under the UIL Pre-Participation Physical Examination Section (**NOT** the "Re-Use" Button under the "UIL Pre-Participation Physical Evaluation - **Medical History**" -A new Medical History is required annually). You can use the Green **"GUIDE ME"** Button as needed.

INCOMING 9th Graders:

Sign In & follow the instructions listed on Page 1 including the "**Re-Use Document**" under the UIL Pre-Participation Physical Examination Section (**NOT** the "Re-Use" Button under the "UIL Pre-Participation Physical Evaluation - **Medical History**" -A new Medical History is required annually). You can use the Green **"GUIDE ME"** Button as needed.

REQUIRED: After Signing In, Parents/Guardians AND Students must **BOTH change their School** in "Account Info" to show "**Little Elm High School**" instead of "Lakeside MS or Prestwick". **Do NOT fill out the "ADD SCHOOL" Section** -This will not change the info correctly. If only the Student does it and not the Parent/Guardian, then the account will not completely move over to the new campus for incoming Freshmen.

INCOMING 10-12th Graders:

Login & following the instructions listed above including the "**Re-Use Document**" under the UIL Pre-Participation Physical Examination Section (**NOT** the "Re-Use" Button under the "UIL Pre-Participation Physical Evaluation - **Medical History**" -A new Medical History is required annually). You can use the Green **"GUIDE ME"** Button as needed.

FOR ALL ATHLETES

Need to get a new Physical? Please see the attached Flyers for Sport Physical Locations & New Requirements.

- \$20 @ Care Now until August 31st
- \$50 @ iCare ER all year long

Note: Please bring a copy of the 2020 UIL Medical History & Physical Exam form with you; and have the Medical History (Page 1) completed prior to the exam. Parent/Guardians must accompany student athletes -Physical form available for download @ <http://www.littleelmlobosportsnetwork.com/documents> And attached on this email.