



Clark County School District Student-Athlete Registration Instructions High School Athletics

2023-2024 Athletic Registration

Registration for the 2023-2024 school year is now open. All student-athletes must register online prior to trying out for a sport. Parents will do the majority of the registration process, but students will need to read and e-sign documents. It is helpful to have the student available during this process.

Steps for Registration

- 1:** Go to www.aktiviate.com and create an account (or log into your existing account from registermyathlete.com), be sure to keep your login information, you will use it each year you have an athlete playing sports in NV. If you have lost your password, please contact the Southeast Career and Tech Athletic Office.
 - 2:** Click on **START/COMPLETE REGISTRATIONS** then **NEW REGISTRATION**. Click on **SELECT SCHOOL**, then Nevada and type Southeast Tech to select our school. Click **SELECT ATHLETE** and then enter the information for your student-athlete or select your returning athlete's name. Please use the same full legal name the student is registered with at school; do not use nicknames, shortened names or a different last name. Make sure the athlete's address matches the address of their primary guardian in Infinite Campus.
 - 3: SELECT YEAR/ SPORT.** Make sure you are registering in the correct school year (2023-2024). **NOTE:** It is best to register for all sports the athlete is interested in at this time. You can add sports later into the school year, but you must complete the majority of this process again. If the student-athlete thinks they may be interested in a sport, check that box now.
 - 4:** Fill out the **GUARDIAN INFO**, whoever is listed as Guardian 1 must also be the primary guardian listed in Infinite Campus and must reside at the same address as the athlete.
 - 5:** Fill out the student's **HEALTH INSURANCE INFO**. If the student does not have health insurance, contact the Tech Athletic Office for information on purchasing health insurance for high school athletes.
 - 6: NEVADA QUESTIONNAIRE:** Click on the **NIAA TRYOUT CHECKLIST** and answer the questions by checking the boxes, typing your name and clicking **E-SIGN** that you have read each of the statements. Both the parent and athlete must e-sign. Next is the **HIGH SCHOOL CHECK**, answer the questions based on your situation. There are many different questions to help make the process as efficient as possible. Check **YES** or **NO** to each question asked and follow the prompts. Read the questions carefully and answer honestly. Answers to these questions may have you complete a transfer application. The transfer process will tell you the student is ineligible until proof of eligibility is provided, this is normal, and documentation can be submitted later in the process. If your situation is not listed, please contact the Tech Athletic Office for guidance.
- CHANGE OF SCHOOL ASSIGNMENT (COSA):** Students attending Southeast Career and Tech on a new COSA are considered "sub-varsity" for their first 180 school days of enrollment. This means they can only be on the Freshman or JV team of a sport. Per NIAA regulations, seniors (Grade 12) cannot be sub-varsity.
- 7:** If your athlete is a freshman or new to Southeast Career and Tech, you must do a **GUARDIANSHIP AND RESIDENCY VERIFICATION**, please answer the questions based on your situation. You will need to provide two current proofs of address. If you have moved, a document of abandonment must be provided to show evidence that the prior residence has been vacated.

DIVORCED/SEPARATED HOUSEHOLDS: Any student from a divorced or separated household is required to provide a copy of the complete divorce decree/custody agreement signed by the judge to prove that the parent living in the zone has custody of the child. If the parents have equal custody, the student establishes athletic eligibility at the school where they began Grade 9. Once eligibility is established, the student may not transfer to the zone school of the other parent without being subject to the transfer rules.

SHARED HOUSING: There is a question about students living in the attendance zone on Shared Housing. This is a unique situation and does not apply to most students. If you are unsure, please contact the Registrar's Office for clarification. If you are living on Shared Housing, a hardship application must be completed.

8: Click on **ELECTRONIC DOCUMENTS**. Parent & athlete must read and e-sign all documents acknowledging their understanding and agreement to abide by them. **FINAL E-SIGNATURE** must be completed by the parent and athlete after reading the electronic documents.

9: Click on **PHYSICAL DOCUMENTS**. **CCSD ATHLETIC PACKET ELECTRONIC RECORDS RELEASE** must be printed and signed, then returned to the Tech Athletic Office where it is kept on file. **NIAA PHYSICAL FORM** must be printed out by clicking the **DOWNLOAD** button. The **HISTORY FORM** is completed by the parent and athlete prior to the physical exam and the **PHYSICAL EXAMINATION FORM** is completed by the physician. These two forms are **not** submitted to the school. The physician completes the **MEDICAL ELIGIBILITY FORM**, which must be uploaded back into your Aktivite account by clicking the **UPLOAD COMPLETE FORM** button. Free scanning apps are available on smartphones if you do not have a scanner. You can also upload **clear and unobstructed** pictures of this form if necessary. Southeast Career and Tech will not accept paper copies. **The final step is to pay the athletic fee(s) to our school via Aktivite.**

ACADEMIC ELIGIBILITY: All student-athletes must be enrolled in a minimum of two semester credits (four classes) and have an unweighted **grade point average of 2.0 or better in the semester or quarter prior to trying out for a sport, have passed at least four classes, and failed no more than one class. GPA/credit requirements will again be checked during the season if the quarter or semester ends during that time.** All students in Grade 9 are eligible until first quarter grades are posted, middle school grades do not factor into high school eligibility. Once an athlete makes a team, grade checks occur every three weeks during the season. Students must maintain passing grades to remain eligible. Student who do not meet minimum initial eligibility requirements may gain eligibility at an upcoming three-week check with all passing grades. Specific questions can be directed to the Tech Athletic Office.

Additional Guidance Documents:

[Parent/Guardian Step-by-Step Guide to Aktivite \(with pictures\)](#)

[High School Athletic Eligibility: A Guide for Student-Athletes](#)

[Parent Registration Video Walkthrough](#)

[Aktivite FAQ Section](#)

QUESTIONS OR ADDITIONAL HELP: Contact Randy Michalik, Athletic Director
michart@nv.ccsd.net **702-799-7500 X 4120**