Kirkwood High School
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Dear New And Returning Kirkwood High School Band Participants:

On May 23rd, the Missouri State High School Activities Association (MSHSAA) membership notified Missouri schools that **effective August 1, 2022 students participating in marching band will be required to have a physical on file with the school prior to participation.** The physical is valid for 2-years from the date of issue for the purpose of this by-law.

ALL BAND PARENTS and Band MEMBERS have steps to complete prior to July. 28th:

If your student has participated in KHS Athletics in prior years, you already have a PRIVIT account. Log into your account, roster your band students to band, complete all sections and check the date on your student's physical.

ALL BAND PARENTS MUST log into your PRIVIT account if you have one, or create one if you don't (instructions below). Parents with multiple students should have a family account with each high school student listed, complete all sections, upload a valid physical for each student, and join all appropriate athletic teams/band your students are participating in for the 2022-23 school year. Once you have an account it only needs to be updated each year.

*If your physical is dated July 1, 2021 or later, it will be good for the entire 2022-23 school year. *

ALL BAND MEMBERS – Only after you have completed or updated your PRIVIT profile, uploaded your valid physical, joined the band roster for the 2022-23 school year and been "CLEARED" by Mrs. Wright in the system, will you be allowed to participate in marching activities. If there is a problem with your PRIVIT account and you are missing information and the band office cannot clear you prior to July 26th, one of two things will happen:

1. You will be contacted by the band office prior to July. 28th telling you what you are missing.

2. If you report on August 1 and your you have not been cleared, you will have to report to the music office to find out what you are missing on your PRIVIT account and why you were not able to be cleared.

Your physical uploaded to PRIVIT has to be dated on or after July 1st, 2021 to be good through the entire 2022-23 school year. DO NOT call the Athletic Office or the Band Office to check the date of your physical uploaded.YOU must log into your account to check.

NEW and RETURNING BAND PARENTS Steps to Complete or Update Your Account Prior to July. 28th.

1. Go to your schools PRIVIT website:
   https://kirkwoodpioneers.e-ppe.com/

2. Register an account in a parent's name and then add student(s) to the account OR log into an existing account to update information (this update is done Each New School Year).

3. Add athlete(s) to your account by selecting add member or click on an existing member.

4. Complete all relevant athlete information and forms.

5. Apply parent and student electronic signatures on each required form every year.

6. Join all appropriate teams including band you will participate in for the entire school year.

7. Print and take to the doctor for an annual physical exam a MSHSAA physical form can be found at www.pioneerathletics.org under the forms tab.

8. Upload the physical form signed AND dated by the appropriate medical provider OR restore a new valid physical (dated after July 1, 2020).

Please make sure the physical has doctor signature, date of exam, and that they have checked the appropriate clearance box.

Once the required information has been completed and e-signatures have been applied by you to the necessary forms, the account will become available automatically for the band office to review and "clear" the athlete. A staff member in the band office has to update the clearance status each year, the status is not automatically updated.

If you need assistance with Privit Profile, please contact the Help Center @ 844-234-4357 or visit www.support.privit.com

Only when you have completed ALL PRIVIT documents can the band member participate in marching activities (see schedule at the end of the document) and confirm with the director that they are cleared to participate. If a band member has not been cleared, he/she then must go to the band office to see what needs to be done.

IMPORTANT: In order for the Document Details to be 100% complete you will need to answer All mandatory questions, marked with a red asterisk (*).

Tips To Complete Forms:

1. Click Start/Update to the right of the form. Complete all the fields with a red asterisk (*). When you have finished this form, click Submit.

2. A message will appear if you want to review or sign the document. Click the blue Sign button and you will be taken to a page to create an electronic parent/guardian signature. Select the blue Create New Signature tab.

3. With your cursor on a computer or with your finger on a tablet/mobile device, create your signature or initials then click the blue Save tab. You will see your signature displayed. Select the grey Done tab underneath. Once complete, you will then be on the Account Settings page. Select Home near the top left of the screen.

4. Once you have created a parent/guardian e-signature, you will Not be required to repeat this process. You will be able to apply this parent/guardian e-signature anywhere a parent/guardian e-signature is required.

5. Some of the forms also require a student's signature. See below for tips on applying a student's electronic signature to forms.

Tips For Printing Blank Forms and Uploading Completed Forms:

1. If you have not done so already, a copy of the physical form can be downloaded by clicking the blue icon next to Blank MSHSAA Physical Form on the home page. Download the Physical Form by clicking the blue link on the form.
2. Also Download and Print the Pre-Participation History Form from the Print Documents page.
3. When the Physical Form has been signed by the doctor, please see Step 8 to upload the physical form into your athlete's profile. (The pre-participation history form does not need to be uploaded because it has been electronically signed already).

For those needing to upload a new physical, you will need to either scan the document into your computer or take a photo of the document with your tablet or smartphone*. If you are using a smartphone or tablet to upload, please open the internet browser and type in the school's Privit website. Then login to your account.

1. Click Manage Documents from the student's home page. Next, click Upload Document near the top right.
2. Click Browse to select the scanned document or take a photo of the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the form from the photo album.)
3. From the drop down next to 'Document Type,' select the name of the document type you are uploading. (Also there is an optional ability to add a comment to provide additional information to identify your document.)
4. Click Upload.
5. You should be directed back to the athlete's 'Manage Documents' page. You should see the uploaded document and any other documents that have been submitted.

Tips for Student Signatures:

1. From your student's home screen, click the blue font Student/Athlete click here to sign and you will be taken to a page to create an electronic athlete signature. Select the blue Create New Signature button.
2. With your cursor on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials. Check the box that you attest and then click the blue Save tab. You will see your athlete signature displayed. Select the grey Done tab underneath.
3. Once complete, you will click the blue font Student/Athlete click here to sign again. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required.

IMPORTANT Once the required e-signatures have been applied to the necessary forms, the Documents will become available automatically for staff members in the Band Office to Review and "Clear" the athlete. A staff member in the Band Office will update the Clearance.. the "Clear" status is NOT automatically updated. There should be all green check marks next to all signatures on all forms (except Blank MSHSAA Physical Form) listed on the athlete's home page.

Again, only when you have completed ALL PRIVIT documents can the student participate in marching activities (see schedule at the end of the document) and confirm with the band office that they are

"Cleared." If the student is not cleared, he/she must go to the athletic office to see what needs to be done.

Thank you, in, for your help as we comply with the new MSHSAA rules and procedures. Thank you always for your continued support of the Kirkwood Band Program. We look forward to another successful school year in 2022-23

Rebecca Friesen
Kirkwood High School
Band Director

2022 SPRING SPORTS FIRST DAY PRACTICE TIMES/LOCATIONS		
Drumline and Front Ensemble Rehearsal	***May 30 - June 3***	***1:00 - 5:00 PM***
Drumline and Front Ensemble Rehearsal All Freshmen Brass and Woodwinds	***August 1 - August 5***	***9:00 AM - 12:00 PM***
Student Leadership	***August 1 - August 5***	***1:00 PM - 4:00 PM***
Full Band	***August 8 - August 12***	***5:30 PM - 9:00 PM***
Full Band	***August 15 - August 19***	***5:30 PM - 9:00 PM***
District Opening Day Performance	***Tuesday, August 16***	***8:00 AM - 11:30 AM***
Band Camp Family Night Performance	***Thursday, August 18***	***Immediately Following Open House Stadium***
Band Camp Rehearsal *KHS Open House - this will be a student run music/marching rehearsal on the field.	***Thursday, August 18***	***5:30 PM - 9:00 PM***
Drumline and Front Ensemble Rehearsal	***May 30 - June 3***	***1:00 - 5:00 PM***