

PAPF - Coordinator

The coordinator will review the application for accuracy

Coordinator – Review Application

1 View Uploads **2** Add Uploads

This application is for **Varsity** participation

This application requires DEC approval once your review is complete.

3 Edit Info

Athlete Info:
Name: Sammy Best Student
Address: 123 Allow Way Sinton Texas 78787
Graduation: 2019
Grade: 10
Birthdate: 05/03/2001
Age: 17
Ninth Grade Enrollment: 08/02/2016

Parent Info:
Name: Terry Parent
Phone: (212) 121-2121
Email: terryparent@gmails.com

New School Info:
School Name: Sinton
City: Sinton
Type: Public
Enrollment Date: 05/01/2018
Continuously Enrolled: Yes
Sports Requested: Baseball, Basketball

Old School Info:
School Name: Test High School
City: Notris
State: Texas
Type: Public
Withdrawal Date: 05/01/2018

ADMINISTRATOR OPTIONS
Click here to access the administrator options available for this application **4**

Current Owner: Parent Reviewing

ELIGIBILITY MAIN FORM

5 PAPF Page 1
Parent (owner)
Complete

6 I. Eligibility Certification
Parent (owner)
Complete

II. New School Certification
Coordinator (owner)
In Progress

Coordinators will be able to review all information for each athlete application as they process requirements.

*See subsequent pages for the explanations of items 1 - 6 above

Coordinators – View Uploads(1)

View Uploads Add Uploads

This application is for **Varsity** participation

View Uploaded Files

1	II. New School Certification			
	Sammy_Best_Student_2018_05_21 2	Uploaded By: Coordinator 3	On: 05/21/2018 4	View 5
	A_test_document	Uploaded By: Coordinator	On: 05/21/2018	View

OK

- 1) Uploads are presented for the form they were uploaded against.
- 2) Name of the file.
- 3) Who uploaded.
- 4) Date uploaded.
- 5) Click the view button to view the individual file.

Coordinators – Add Additional Uploads(2)

[Back to Main Page](#)

Please select the form this upload is for:

I. Eligibility Certification 1

File Upload Section

Drop individual images and PDF files here for upload. 2
(Only image/PDF files can be uploaded)
Be sure that your files have meaningful names for easy identification.

Additional Upload Option

You can select multiple image files (max 10 files) to combine into a single PDF (Only images files can be uploaded here).

Name This Upload 3

Choose Files No file chosen

- 1) This page allows the coordinator to upload documents to any form.
- 2) Drag and drop image or PDF files to this section.
- 3) Upload up to 10 images that will be saved as a single PDF File.

Coordinator – Edit Application Info (3)

Edit the basic information for the Athlete and Parent.

Athlete Information

Legal Name:

First Name: Middle Name: Last Name:

Birthdate: Grade: Age: Gender: Graduation Year:

Current Address: City: State: ZIP:

1

Parent Information

Parent First Name: Parent Last Name:

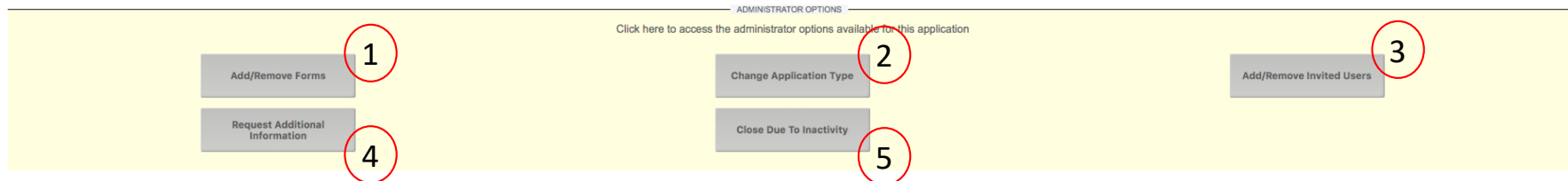
Parent Home Phone/Cell Phone: Parent Email:

2

Update Information

- 1) Update the student information.
- 2) Update the parent information.

Coordinator – Administrator Options (4)



Each application has several admin options:

- 1) Add/Remove forms – in certain cases, additional forms will need to be added or removed from an application. This button will process forms added and removed, and ensure that the system is updated accordingly.
- 2) Change Application Type – when the application is first started, the parent chooses if they are varsity/subvarsity. This button will change the application type, and ensure that the system is updated accordingly.
- 3) Add/Remove Invited Users – DEC members and anyone else that the coordinator deems necessary can be added to or removed from this application.
- 4) Request Additional Information – This button will be used to by a coordinator to request follow-up information from a parent. A DEC member could request information from either a parent, or a school coordinator.
- 5) Close Due to Inactivity – This button will close the application and remove from the active/open queue.

Coordinator – Application Summary(5)

Athlete Info:
 Name: Sammy Best Student
 Address: 123 Allow Way Sinton Texas 78787
 Graduation: 2019
 Grade: 10
 Birthdate: 05/03/2001
 Age: 17
 Ninth Grade Enrollment: 08/02/2016

New School Info:
 School Name: Sinton
 City: Sinton
 Type: Public
 Enrollment Date: 05/01/2018
 Continuously Enrolled: Yes

Parent Info:
 Name: Terry Parent
 Phone: (212) 121-2121
 Email: terryparent@gmail.com

Old School Info:
 School Name: Test High School
 City: Notris
 State: Texas
 Type: Public
 Withdrawal Date: 05/01/2018

At least 1 answer has been changed since the parent submitted the PAFP. Click this banner to see a history of changes.

1a

1. Has the student ever practiced or participated in extracurricular athletic activities (before school, after school or during an athletic period) at another school in the United States or Mexico in grades 8-12? If yes, the student must complete page 2 in addition to page 1 and both pages must be sent to the District Executive Committee Chairperson. If no, the student must complete page 1 and file with the school and/or athletic department ONLY.	Yes 2
2. Has the student ever enrolled or participated in a Magnet program, Charter school, Open/Choice Enrollment (within the ISD) or International Baccalaureate (IB) program in grades 9-12?	No
3. Does the student live with:	Both Parents
4. Are the parents of the student:	Married
5. Does the parent(s) of the student reside outside the attendance zone of the school the student wishes to represent?	No 3a
6. Is there a change in schools but no change in address?	No
7. Is more than one residence owned, rented or maintained by the parents?	No
8. Are any members of the family still residing at the previous residence?	No
9. Are there other family members in grades K-12 attending a different school district other than the school district the student is now attending?	No
10. Is the student enrolled in less than an average of four hours per day of instruction for either state or local high school credit?	No
11. Did the student first enroll in the 9th grade more than 4 years ago?	No
12. Has the student ever repeated a grade since first entering the 7th grade?	No
13. Will (or was) the student 19 years of age on or before September 1 of the current school year?	No
14. Is the student a foreign exchange student?	No
15. Has the student done anything to jeopardize their amateur athletic status?	No
16. Did anyone from the new school contact the student prior to their enrollment in the new school?	No
17. Was the student ever prohibited from participation at the previous school?	No
18. Did the student play on a non-school team and is transferring to the school where members of the non-school team attend?	No

1) This banner is present when any answers have been changed.
 2) Answers that require attention are flagged.
 3) Clicking any answer will allow a coordinator to change it. Some answers will spawn new requirements/waivers.

Coordinator – Application Summary(5) 1a

View the change history					
Value Changed	Original Answer	Answer Date	Change Date	Who Changed	Notes
4. Are the parents of the student: 1	Never Married 2	05/15/2018 21:17:58 3	05/15/2018 21:38:24 4	Steve Paul 5	The parents have always been married, this was answered incorrectly 6

Clicking the yellow banner will show the change history

- 1) The text of the question that was changed.
- 2) The original answer to the question.
- 3) The date the answer was answered.
- 4) When the answer was changed (The new answer is not listed here, as it can be viewed on the main page).
- 5) The user who changed the answer.
- 6) The notes that were entered when it was changed.

Coordinator – Application Summary(5) 3a

Use this to change an answer

Changing this answer could cause the form 'Athletic Parent Residence Rule/Four Year Rule (APRR)' to be added to the PAPF flow. If it is required the parent will be notified of the new action required. Please use caution while making this decision.

4. Are the parents of the student:

Married Never Married Married-Living Apart Divorced Deceased? **1**

Please explain why the answer needs to be changed

The parents have always been married, this was answered incorrectly

2

Submit **Cancel**

Clicking on any answer will display a prompt to change it

- 1) The question and answer choices.
- 2) The notes field to explain why the answer is being changed.

Coordinators – Application Summary(6)

Back

Athlete Info:
Name: Sammy Best Student
Address: 123 Allow Way Sinton Texas 78787
Graduation: 2019
Grade: 10
Birthdate: 05/03/2001
Age: 17
Ninth Grade Enrollment: 08/02/2016

Parent Info:
Name: Terry Parent
Phone: (212) 121-2121
Email: terryparent@gmail.com

We certify that to our knowledge no one from our community has offered any inducement, directly or indirectly to the student or parents to move into our district. To the best of our knowledge this student is not changing schools for athletic purposes.

Name of New School:

Sinton

Signature of Managing Coordinator:

Steve Paul

Date: 05/15/2018

✓ Signature Match

> Do you have files that you need to upload? [Click Here!](#)

New School Certification

After the receiving school has completed the review it is time to complete the *New School Certification*.

Only the user logged in can sign this form. The system will validate the name of the signing person to the name on the account. *It must match exactly.*

Coordinator – Contact Previous School (Member School)

Current Owner: Coordinator Reviewing

ELIGIBILITY MAIN FORM

	PAPF Page 1 Parent (owner) Complete
↪	I. Eligibility Certification Parent (owner) Complete
↪	II. New School Certification Coordinator (owner) Complete
↪	Previous School Certification Setup/Review Coordinator (owner) Not Sent

Your Eligibility Review is in Progress!

All forms must be complete before sending to the next approval level.

After the *New School Certification* is complete, the coordinator can now setup the request to contact the previous school.

Coordinator – Contact Previous School

The screenshot shows a web form for contacting a previous school. On the left, there are several input fields: 'Athlete Name' (filled with 'Sammy Best Student'), 'Last School of Participation' (filled with 'Test High School'), 'Sending School Contact' (filled with 'Tyler SALVESEN, Clint Anderson, Brad Nelson, Casady Salvy, Steve Paul'), 'Sending School Email(s)' (filled with a list of email addresses), 'Coach Email(s) (created from previous sport participation)' (filled with a list of email addresses), and 'Other Contacts (add comma separated email addresses)'. A 'Send Request To School' button is at the bottom. On the right, there are two summary boxes: 'Previous Attempts' showing 'No Previous Attempts' and 'Admin Info' showing 'Time remaining until Admin bypass is available: 7 days, 0 hours, 0 minutes'. Red circles with numbers 1 through 5 highlight specific elements: 1 is over the 'Sending School Contact' and 'Sending School Email(s)' fields; 2 is over the 'Coach Email(s)' field; 3 is over the 'Other Contacts' field; 4 is over the 'No Previous Attempts' text; and 5 is over the '7 days, 0 hours, 0 minutes' text.

- 1) For a previous school that is a member school, the system will lookup administrator contacts.
(Names can be removed from this list)
(The red circled 1 straddles two boxes, as the system has looked up the names in one box, and the email addresses on the other)
- 2) The system will also look up the coaches of sports the athlete said they previously participated in.
- 3) Other contact names can be entered here.
- 4) A running list of previous contact attempts will be displayed here.
- 5) A countdown of the time remaining until the admin can bypass this step due to non-response.

Coordinator - Final Review

Current Owner: Coordinator Reviewing

ELIGIBILITY MAIN FORM

PAPF Page 1
Parent (owner)
Complete

I. Eligibility Certification
Parent (owner)
Complete

II. New School Certification
Coordinator (owner)
Complete

Previous School Certification Setup/Review
Coordinator (owner)
Complete

III. Previous School Certification
Previous School (owner)
Complete

Your Eligibility Review is Complete!

Submit Eligibility To DEC For Review

After the New & Old school coordinators have completed the required tasks, the system will prompt the next step. This example needs to be sent to the DEC for Review. Click submit to send to the DEC.