PAPF Process
Start a PAPF with a parent present

When the parent is available and present, a PAPF can be started. You will first complete the students information. This is the information found at the top of the page on the paper PAPF form. Once you hit submit, you and the parent will complete questions 1-18 and submit. The parent will have the opportunity to re-review all answers and forms. This will allow parents to change any answer that may have been answered incorrectly.

*All changes to answers will be presented as a history for coordinators to review.

*Reminder! PAPF's can only be started at a campus location and not at the ISD. The system will guide you.
Question 1 has red text to highlight the importance of answering this question correctly the first time.
The answers to these question will determine what, if any, documentation is needed to complete the PAPF. After submitting you may be prompted to provide additional documentation. The system will guide you through the process.
PAPF – Eligibility Certification

Once this form has been submitted, the coordinator will review the application.

<table>
<thead>
<tr>
<th>Application Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athlete Name:</strong> Sammy S Student</td>
</tr>
<tr>
<td><strong>Student Address:</strong> 44 Hyper Loop Drive</td>
</tr>
<tr>
<td><strong>City:</strong> Austin</td>
</tr>
<tr>
<td><strong>State:</strong> Texas</td>
</tr>
<tr>
<td><strong>ZIP:</strong> 78787</td>
</tr>
<tr>
<td><strong>New School:</strong> Sinton HS</td>
</tr>
<tr>
<td><strong>Last School/Participation:</strong> Test High School</td>
</tr>
<tr>
<td><strong>Graduation:</strong> 2019</td>
</tr>
<tr>
<td><strong>Birthday:</strong> 05/16/2001</td>
</tr>
<tr>
<td><strong>Age:</strong> 17</td>
</tr>
<tr>
<td><strong>9th Enrollment:</strong> 08/07/2018</td>
</tr>
<tr>
<td><strong>Parent First:</strong> Parent</td>
</tr>
<tr>
<td><strong>Parent Last:</strong> Figure</td>
</tr>
<tr>
<td><strong>Parent Phone:</strong> (012) 345-6789</td>
</tr>
<tr>
<td><strong>Parent Email:</strong> <a href="mailto:parentfigure@highschool.com">parentfigure@highschool.com</a></td>
</tr>
</tbody>
</table>

(Example of the system guiding the coach/parent. This form is only needed if the application situation requires it.)
After all forms/waivers have been completed, the coordinator helping the parent will be directed to the eligibility home page. The parent will be notified that the application is now ready for their individual review*. If the user helping the parent is a coach, they will not be allowed to process the application beyond this point. However, the coach can track the progress of all applications they initiate.

*Parent login/account access information is sent to parent email that was established in first step of process (Slide 2)
PAPF - Coordinator

The coordinator will review the application for accuracy
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 - 7 above*
1) Uploads are presented for the form they were uploaded to.
2) Name of the file.
3) Who uploaded.
4) Date uploaded.
5) Click the view button to view the individual file.
1) This page allows the coordinator to upload documents to any form available.
2) Choose file to be uploaded.
3) Add additional files to be combined into a single upload.
4) Quick view of files already uploaded.
Coordinator – Edit Application Info (3)

Edit the basic information for the Athlete and Parent

1) Update the student information.
2) Update the parent information.
1) At any time in the process you can print the information collected to a PDF form. This can be done for the PAPF, and all waiver forms.

2) Tools - This menu provides a list of tools to modify the application.
   a) Add/Remove Forms – Allows the option to add/remove any forms that are needed to completely process the application.
   b) Change Application Type – Allows the option to change Varsity/Sub-varsity application.
   c) Add/Remove Invited Users – Allows the option to add or remove any user to view this application.
   d) Review Communication - Allows the option to see communication that has been generated for an application.

3) My Notes – Allows the option to add private notes (viewable only by note creator) to an application.
Coordinator – Administrator Options (4) Cont.

4) Requests – Additional information gathering tools
   a) Request Information – Allows the option to send a request to any party involved in the application requesting supporting info/documentation needed to process
   b) Retroactive Waiver – Allows the admin the option to request this as a retroactive date if approved.

5) Options – This menu will show different options depending on your role/access in the system.
   a) Delete This Application – Advanced users will be able to delete applications – Used primarily to clean up incorrect or duplicate applications.
   b) Close Due to Inactivity – Applications can be closed if the parent has stopped pursuing or responding to the application.
   c) Re-Open Application (Not Shown) – If an application was closed, and need to be reopened, the admin can re-open for processing
Summary – This section will display more or less information depending on the application needs, and your role/level of access. This is an overview of how this menu works:

1) The top few fields are a quick way to identify the basics of this application including the status, application type, level of participation requested and whether a DEC review is required.

2) In the event a waiver is needed, this field allows both quick identification, and navigation to waiver forms.

3) For a DEC Chair user, this field allows for quick notification to the UIL that you have received the waiver application.
4) This field allows quick identification for the status of the waiver (if applicable).
5) This field is a shortcut to requesting a retroactive date. (See slide 13 Section 4b).
6) This field allows the application to be checked for possible issues prior to submission to the next level (DEC or UIL). (See next slide for details.)
1) Sport Info – This section will ensure that sport participation was correctly selected.

2) DEC Chair – This section will ensure that a DEC Chair is correctly identified in the system. In the event that a failure occurs at this level, the system will provide you with an error message identifying the root cause of the issue. You can use this information to help rectify the issue.

3) DEC Member(s) – This section will ensure that the DEC members are correctly identified in the system. In the event that a failure occurs at this level, the system will provide you with an error message identifying the root cause of the issue. You can use this information to help rectify the issue.

4) Previous School Info – This section will ensure that the information for a previous school exists. A form could get stuck if a previous school does not have a coordinator available to review the ‘Previous School Certification’. This section will help you understand if you need to contact the previous school and ask them to make sure a user is setup to receive incoming requests. (Rare Occurrence)
The section for the forms are listed in this section:

1) The name of the form (or section of the form).
2) The status of the form/section. This will help you quickly identify what action needs to be performed.
3) Clicking Review Form will allow you the ability to see information related the that form/section.

1) Reviewing *PAPF Page 1* will allow access to special actions (See slide 19)
# Application Summary

**Athlete Info:**
- Name: Sammy S Student
- Address: 44 Hymow Lass Drive Austin Texas 73727
- Graduation: 2018
- Grade: 9
- Date of Birth: 06/12/2001
- Age: 12
- Ninth Grade Enrollment: 06/07/2019

**School Info:**
- New School Info: 123 More Street Visible
  - City: Smart
  - State: Texas
  - Zip Code: 73344
  - Type: Charter
  - Enrolled: 06/13/2019
  - Continuously Enrolled: Yes

**Old School Info:**
- School Name: Go High School
  - City: Tall
  - State: Texas
  - Zip Code: 73343
  - Type: Charter
  - Enrolled: 05/01/2018
  - Withdrawn Date: 05/01/2018

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## History

At least 1 answer has been changed since the parent submitted the NFF.

---

## Page 1 Summary

1. **Has the student ever 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 K-12?**
   - Yes
2. **Has the student ever enrolled or participated in a Magnet program, Charter school, OpenChoice Enrollment (within the ISD) or International Baccalaureate (IB) program in grades K-12?**
   - Yes
3. **Does the student live with:**
   - Guardian
4. **Are the parents of the student:**
   - Yes
5. **Does the parent(s) of the student reside outside the attendance zone of the school the student wishes to represent?**
   - Yes
6. **Is there a change in schools but no change in address?**
   - No
7. **Is there a change in address only?**
   - Yes
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?**
   - Yes
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?**
    - Yes
11. **Did the student first enroll in the 9th grade more than 4 years ago?**
    - Yes
12. **Has the student ever repeated a grade since first entering the 7th grade?**
    - Yes
13. **Will (or was) the student 15 years of age or before September 1 of the current school year?**
    - Yes
1) Quick access to edit the basic information of the application. (See Slide 11)
2) All change history is recorded for each application. In the event any response has been changed, you will be able to view it by clicking View History. (See Slide 20)
3) The 'pencil icon' indicates that you can change the answer. Changing an answer will cause the system to validate if new forms are required for processing.
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 new answer provided.
4) The date the original answer was provided.
5) When the answer was changed.
6) The user who changed the answer.
7) The notes that were entered when it was changed.
Changing this answer could cause the form Athletic Parent Residence Rule 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?

Please explain why the answer needs to be changed

Clicking on any pencil icon will display a prompt for change:
1) The question and answer choices.
2) The notes field to explain why the answer is being changed.
Coordinators – Completing Forms

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

It is recommended at this time to (See Slide 15):

- Analyze Application for Issues
- Run Check

And ensure that the previous school is setup correctly.
1) Previous Sports – You can modify the previous sports the athlete played here. Previous sports are used to look up coach contacts at the previous school.

2) For a previous school that is a member school, the system will lookup administrator contacts.
   a) (Names can be removed from this list)

3) Previous Attempts - A list of attempts to contact the previous school.

4) Administrator Info – This box will show how much time is remaining until the admin can bypass this step due to non response. 3 previous attempts and 7 days must elapse before the form can be bypassed.

5) Auto Bypass Info - The amount of time that must pass before the system will automatically mark the form as bypassed.
After the New & Old school coordinators have completed the required tasks, the system will prompt the next step. (PAPF Page 1, Eligibility Certification (Page 2), New School Certification (Page 2), Previous School Certification Setup & Previous School Certification (Page 2) must all be completed before you can submit for review) This example needs to be sent to the DEC for Review. Click submit to send to the DEC.
Previous School Coordinator
A coordinator will receive alerts in the message center when a new out-going eligibility review (request from a new school) has been received. Clicking this alert will load the Previous School Certification.
Additionally, the left column option Out-Going Athletes will list all outstanding Previous School Certification requests.
Coordinator – Previous School

Clicking on a name will allow the coordinator to review, and answer the questions associated with the Previous School Certification.
Coordinator – Previous School Certification

After the receiving school has completed the review it is time to complete the Previous 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.

A ‘Yes’ answer to a question will require a response to explain why it is yes.
Once the previous school has completed the Previous School Certification, the new school coordinator will receive an alert.
Control of the PAPF process has been returned to the new school coordinator.
Coordinator –
Non Member School Application
1) When the previous school is a non-member school, this banner will alert the coordinator.
2) The previous school admin name and email are provided by the parent or athlete in the first part of the application process. The new school admin will need to verify the contact info prior to sending the request.
Dear Parker HS Coach/Administrator,
The administrator from Sinton is processing a new student athlete and is requesting some information from your school. Tammy First is requesting varsity level enrollment in sports and has listed your school as the previous school of attendance.

Please follow this [link](#) to review this student's information, and answer a short questionnaire.

Please note that this form can be sent to multiple coaches/administrators in your school. Only one response is required.

Thank you for your time and assistance with this matter,
Sinton Incoming Student Athlete Management

This is the email that a non-member school admin receives.
*Reminder! DEC roles should be set at a campus and not at the ISD.
DEC users will be able to review applications similar to the coordinators. Additional options and prompts will guide DEC users forward.

1) Lets the user easily identify who the current owner is.
2) Lets the user quickly review what this application requires.

DEC Chairs are notified of incoming applications requiring their attention. In a effort to reduce excessive communication DEC members can view applications that require DEC level attention, but aren’t notified until the DEC Chair schedules a hearing.
When a Previous School Certification has a ‘Yes’ on question 6, a hearing is automatically required. This example has a hearing required. As a DEC Chair, this user will need to schedule a hearing and notify all DEC Members.

1 - Shows the icons that indicate a hearing is required.
2 – The buttons present on the eligibility review section will guide the DEC Chair to the next steps.
DEC – Review Application (Hearing Required)

DEC Chair’s have the option to schedule hearings in such a way that allows DEC Members to vote on the best available day.

1) Preferred Date and location
2) Alternate Date and location – This date/location is optional and if left empty will automatically schedule the hearing without DEC member voting.
3) This option will allow the chair to invite anyone to participate in the hearing. The main purpose of this option is to allow a DEC chair the ability to include users that may not have correctly identified themselves as DEC members.
DEC – Review Application (Hearing Required)

When scheduling the dates of hearings, state Open Meetings Act requires 72 hours advance notice. The system will prompt users to acknowledge when a meeting is being scheduled within that time frame.
Each DEC Member will receive an alert prompting them to provide input for this hearing. Clicking the alert will take the DEC Member directly to the hearing page.
The DEC Chair is requesting your input for a hearing.

Please choose which date best fits your schedule. The DEC will receive input from all members, then select the best date.

<table>
<thead>
<tr>
<th>Preferred Date:</th>
<th>Alternate Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2019</td>
<td>07/15/2019</td>
</tr>
<tr>
<td>12:00</td>
<td>12:00</td>
</tr>
</tbody>
</table>

Location Hearing will be held: Conference Room 8

I'm available:

- YES
- NO

Send Selection

Each DEC Member will vote on the Preferred and Alternate dates.
When 50% (and also 80%) of DEC Members have voted the DEC Chair will be alerted. This will help the DEC Chair know when to finalize the hearing date.

Clicking the alert above, the DEC Chair will be directed to this page, where they will select the date for the hearing.
Each member will receive an alert once the DEC Chair has finalized the hearing.
For applications that do not require a hearing (Yes answer to questions 1-5 from previous school), a DEC Member has the opportunity to request a hearing.
1) DEC Chair can also review the hearing details
2) After the hearing is completed, the DEC Chair record the hearing results.
1) Enter the results of the hearing in this field.
2) Upload any files that will support the findings.
Once the hearing results are recorded, the system will automatically direct the DEC Chair to this page to finalize the PAPF application.
After all DEC functions are complete, the DEC Chair will be able to send the application to the UIL and the new school. The DEC Chair could also update the hearing results if needed.
Parent Portal
Parent Portal

Once the initial page of the PAPF has been submitted, the user will receive an email with login credentials. Upon first login the user will choose a password, and finish account setup. After this they will be able to login at any time to track the progress of the PAPF/Waiver Application.
Users will choose the PAPF Parent Portal after login.
### Eligibility Parent Page

<table>
<thead>
<tr>
<th>Date Started</th>
<th>Name</th>
<th>Receiving School</th>
<th>Modified Date</th>
<th>Status</th>
<th>Quick View</th>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/21/2018</td>
<td>Tammy First</td>
<td>Sinton</td>
<td>05/21/2018</td>
<td>Parent Awaiting Response</td>
<td>Parent Started</td>
<td>Varsity</td>
</tr>
</tbody>
</table>

#### Previous Athletic Participation Form

**University Interscholastic League**

Eligibility Questionnaire for New Student Athletes in Grades 9-12

This Form Must be on File with School Before Participation at any Level in Grade 9-12

(To be filled out by the student and/or parent and filed with the school)

- **Athlete Name:** Tammy First
- **Grade:** 11
- **Birthdate:** 05/18/2001
- **Age:** 17
- **Current Address:** 2 Circle Place
- **City:** Austin
- **State:** Texas
- **ZIP:** 84545

**New School Info**

- **New School Name:** Sinton
- **City:** Sinton
- **Select:** Public

**Old School Info**

- **Previous school is not a UIL member:**
- **Last School of Participation:** Parker HS
- **City:** Austin
- **State:** Texas
- **Select:** Public

**Previous sport(s) participation:**

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Softball
- Swimming/Diving
- Team Tennis
- Tennis
- Track and Field
- Volleyball
- Wrestling

- **Admin Name:** Parker Admin
- **Admin Email:** parkeradmin@parkerhs.org

**Enrollment Info**

- **Date of Enrollment in New School:** 05/14/2018
- **Date of Withdrawal from Previous School:** 05/14/2018

Has the student been continuously enrolled in the new school for one calendar year? **YES** **NO**
Other Items/FAQ
Creating a Duplicate Record

Our records indicate that an eligibility form is already open and pending for this student:

<table>
<thead>
<tr>
<th>Name</th>
<th>Started</th>
<th>Last Modified</th>
<th>Current Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sammy Student</td>
<td>05/15/2018</td>
<td>05/21/2018</td>
<td>UIL</td>
</tr>
</tbody>
</table>

In the event that a coach tries to create a duplicate record for a student at the same school, the system will prompt the user.
Permanently Delete A Record

• In the rare event that a PAPF needs to be deleted (duplicate records), please contact UIL or RMA support for assistance. School Admins will not be able to delete records without assistance.
Can I Invite Someone To View PAPF?

Q:
My DEC Chair did not correctly identified themselves before the application was submitted to the DEC level review and subsequently cannot view the application.

A:
Any coordinator can invite users to view the PAPF using the administrator options.