# **Athletic Eligibility**

Utilize this document to set up LEA and School level requirements to generate reporting for eligible athletes, scholar athletes and scholar teams in compliance with the North Carolina High School Athletic Association (NCHSAA). More information on Athletic Eligibility, Scholar Athlete Individual and Scholar Athlete Team can be found on the NCHSAA website, <a href="http://www.nchsaa.org/">http://www.nchsaa.org/</a>.

### LEA Level

Team/Group Management and Reports are available at the LEA level. Teams can be created/deleted and team members can be added and/or removed at this level. Athletic Eligibility, Scholar Athlete Individual and Team, Student Marks and Student Physical Exam reports can be generated at the LEA level.

*Note:* Athletic Eligibility functions are preferable school level functions. This document will focus on AE at the school level.

### School

Navigatio	on: Start Page > Athletic I	> Special Functions > North Carolina Special Functions section Eligibility
		Welcome,   Help   Sign Out
		School: High Term: 14-15 Year
Start Page > Special Funct	tions	21.
Functions Attendance	Special Functions	
Enrollment Summary	Function	Description
Master Schedule Dashboard	Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Special Functions	Attendance Functions	Performs attendance related functions.
Teacher Schedules	Current Users	Shows the names of those currently signed in to PowerSchool.
Reports	Daily Bulletin Setup	Adds and edits items on the daily bulletin.
System Reports ReportWorks	Enroll New Student	Adds a new student to PowerSchool.
State Reports	North Carolina Special Function	uns
People	AIG Student Listing	Display a list of all students currently associated with an AIG Program in this school.
Student Search	Load PMR Defaults	Automatically create default PMR intervals (20) for schools with valid calendars in the current school year that do not already have any defined.
Stan Search Parent Search	Athletic Eligibility	Perform Athletic Eligibility Administration Functions
Enroll New Student	Medicine Administration	Perform Medicine Administration Functions

### **School-Level Settings**

On the **Athl etic Eligibility Administration** screen, select **School -Level Settings** and complete the following fields <u>IF</u> your school uses GPA for Athletic Eligibility. The NCHSAA does not require a minimum GPA for Athletic Eligibility:

value		
08/30/2014		
None	•	
None	•	
	08/30/2014 None None	08/30/2014  None  None

- Age Rule Date = Read only field, defined at the state level via the enterprise controller
- Local Spring Eligibility Report GPA Method = Contains all GPA methods defined at this instance. The GPA method selected determines how the student's GPA is calculated for the "Local Spring GPA" column on the Athletic Eligibility Report when the "Include Local GPA" box is checked.
- Local Fall Eligibility Report GPA Method = Contains all GPA methods defined at this instance. The GPA method selected determines how the student's GPA is calculated for the "Local Fall GPA" column on the Athletic Eligibility Report when the "Include Local GPA" box is checked.
- Local Spring Eligibility Report Minimum GPA = Use this field to set the minimum local Spring GPA for a student to maintain athletic eligibility when the Athletic Eligibility Report is run with "Include Local GPA" box checked.
- Local Fall Eligibility Report Minimum GPA = Use this field to set the minimum local Fall GPA for a student to maintain athletic eligibility when the Athletic Eligibility Report is run with "Include Local GPA" box checked.

### **Class Rank Methods for AE Scholar Team and Individual**

The AE Scholar GPA Calculation Method is created and managed by the NCDPI at the Enterprise Controller level.

Navigation: Start Page > School Setup > Grading > Class Rank Settings > Class Rank Methods

	New
GPA Calculation Method	Description
AE Scholar Fall Unweighted	AE Scholar Fall Unweighted
AE Scholar Fall Weighted	AE Scholar Fall Weighted
AE Scholar Spring Unweighted	AE Scholar Spring Unweighted
AE Scholar Spring Weighted	AE Scholar Spring Weighted
NC Unweighted	NC Unweighted
NC Weighted	Weighted Class Rank
NC Weighted for 3NW	NC Weighted for 3NW

Using the New button, add a GPA Calculation Method for Spring and Fall teams using Weighted and Unweighted AE Scholar GPA settings. All four AE Scholar GPA calculations must be created in order to calculate AE Scholar Athlete and AE Scholar Team. Once created, and A1/A2 marks are stored (see *Permanently Store Grades)* class rank must be run.

**Navigation:** Start Page > School Setup > Class Rank Settings

General	
Description	AE Scholar Fall Unweighted
GPA Calculation Method	AE Scholar Fall Unweighted V
GPA result is	Numeric V
Only include grades	□ that count in class rank (overrides GPA setting)
Exclude students	□ that are excluded from class rank
Include early graduates?	$\checkmark$
Early graduation exit code	W4
	Submit

### *Team/Group Management*

On the **Athletic Eligibility Administration** screen, select **Team/Group Management** and complete the following fields:

Athletic Eligibility Team/Group Maintenance - New         Option       Value         School Name       Middle         Sport       Football         Level       Jr. Varsity         Gender       Mens         Year       2014-2015         Season       Fall	rt	Level	Gender	Year	Season	Actions
Option     Value       School Name     Middle       Sport     Football       Level     Jr. Varsity       Gender     Mens       Year     2014-2015       Season     Fall       Coach     Image: Coach	-	Athletic Eligil	bility Team/G	roup Mai	ntenance	- New
School Name     Middle       Sport     Football       Level     Jr. Varsity       Gender     Mens       Year     2014-2015       Season     Fall       Coach     Image: Coach		Option	Value			
Sport     Football       Level     Jr. Varsity       Gender     Mens       Year     2014-2015       Season     Fall       Coach     Image: Coach		School Name	Middl	e		
Level Jr. Varsity  Gender Mens Year 2014-2015 Season Fall Coach		Sport	Football	-	•	
Gender     Mens       Year     2014-2015       Season     Fall       Coach     Headle Headle		Level	Jr. Varsity	•		
Year 2014-2015  Season Fall  Coach		Gender	Mens	•		
Season Fall  Coach		Year	2014-2015	•		
Coach Humb dotter water -		Season	Fall 🔻			
		Coach	Turnis comm	1.000	•	
Faculty Assigned 🐳		Faculty Assigned	10100-1100		•	

- School Name = This is a read-only field that displays the school name associated with the team being created.
- **Sport** = This dropdown menu is defined at the state level via the enterprise controller. Select the sport appropriate to the team.
- **Level** = This dropdown menu is defined at the state level via the enterprise controller. Select the team level appropriate to the team.
- **Gender** = This dropdown menu is defined at the state level via the enterprise controller. Select the gender appropriate to the team.
- **Year** = This dropdown menu includes all years defined at the school. Select the school year appropriate to the team.
- **Season** = This dropdown menu is defined at the state level via the enterprise controller. Select the season appropriate to the team.
- **Coach** = This dropdown menu populates all staff members at the school. Select the coach appropriate to the team. If the coach is not a staff member at the school, select "other" and type in the coach's name in the free form text box.

### Add Team Members

To add students to an athletic team:

- 1. On the Start Page, select one or a list of students to be added to a team.
- 2. On the Athletic Eligibility Team/Group Management screen, click View Team Members.
- 3. On the Athletic Eligibility Team Members screen, click Add Student Selection To Team.
- **1.** Review list of students to be added, then click:

- Confirm Addition of Highlighted Student(s) to add students to athletic team.
- You may al so **Undo** a selection(s) under the **Edi**t Membership column for the specific student(s) to be removed from current student selection.

				-				
	Level	Gender	Year S	eason Actions				
all	Jr. Varsity	Mens	2014 F	all Edit Team	Copy Team	Delete Team	View Te	eam Members
								dd New Team/Group
Ati	nietic Elig	libility le	am Mem	bers				
Mer	s Jr. Varsitv	Football, Fa	II 2014					
Cum	ant Student Selec	tion: 211 ctudes	ato.					
Ac	ld Team Member	s to Student Sel	ection Add S	udent Selection To Team	Remove All Stude	nts From Team	Remove Stu	dent Selection From Te
Activ	e Students		_					
Click	the Remove but	on to end the st	udent's member	ship as of today's date.				
Na	me	Student N	umber		Grade Level		End Memb	pership
Inact Click	tive Students the Delete buttor	to permanenti Studen Ath	remove the stu	dent's membership Moord	mbers			
Inact Click Na	tive Students the Delete button me	studen Ath	letic Eligi	dent's membership frond bility Team Me	mbers			
Inact Click Na	tive Students the Delete button me	studen Ath	letic Eligi Jr. Varsity F	dent's membershin Mord Ibility Team Me Tootball, Fall 2014	mbers			
Inact Click Na	tive Students the Delete button me	n to permanenti Studen Ath Mens Currer	eremove the structure letic Eligi s Jr. Varsity F it Student Select	tent's membershin a ford bility Team Me cotball, Fall 2014 on: 311 students	embers			
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Inact Click Na	ive Students the Delete buttor me	n to permanenti Studen Ath Mens Currer Gor If a stor	I remove the stur Ietic Eligi S Jr. Varsity F It Student Select firm Addition of F ent from the select	dents membership hoord bility Team Me cootball, Fall 2014 on: 311 students Highlighted Student(s) on does not appear mightighted	embers Cancel d, they are already on th	e team.		
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Inact Click Na	tive Students the Delete buttor me	n to permanenti studen Ath Mens Currer Cor If a stud Click ti Narr	A remove the structure letic Eligi s Jr. Varsity F It Student Select firm Addition of H ent from the select Students he Remove butto le	tent's membership a corri bility Team Me cootball, Fall 2014 on: 311 students diphilipited Student(s) on does not appear highlighte	Cancel d, they are already on the nbership as of today's Student Nur	e team. s date. nber (	Grade Level	End Membership
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Students added to the athletic team are now listed under the Active Students section.

ens Jr. Varsity F	ootball, Fall 2014			
rrent Student Selecti	on: 4 students			
Add Team Members	to Student Selection 🥖 Add Sti	ident Selection To Team Remove All St	udents From Team	Remove Student: Selection From Tean
tive Students				
ick the Remove butto	n to end the stylient's members	hip as of today's date.		
Name		Student Number	Grade Le	evel End Membership
	TALK AND THE .	1000000	6	Remove
200801348613481230	10.00	10.04100	7	Remove
			8	Remove
ctive Students				
ok the Delete butten t	to permainently remove the stud	ent's membership record.		
ck the Delete button			Feed De	in Datata Manubanabla

# **Remove Team Members**

To remove students from an athletic team, use one of the following methods:

- Remove All Students From Team
- Remove Student Selection From Team
- Remove (under End Membership column)

Athletic Eligibility Team I Mens Jr. Varsity Football, Fall 2014	Members		
Current Student Selection: 1 students Add Team Members to Student Selection Active Students	Add Student Selection To Team	All Students From Team	Remove Student Selection From Team
Click the Remove button to end the student's	membership as of today's date.		
Name	Student Number	Grade L	evel End Membership
Bernheiten ihn Generate	1000100	7	Remove

Mama		Ctudent Number		Crade Level	End Mombarahin
Name		Student Number		Grade Level	End wembership
Contraction and the second		1000000000		6	Cancel Confirm
The state of the basis of the second		distantin.		7	Remove
active Students			and the second s		And the second se
lick the Delete button to permanently re-	move the student's membersh	ip record.			
lick the Delete button to permanently re- Name	move the student's membersh Student Number	ip record. Grade Level	End Date		Delete Membership

### **Permanently Store Grades**

**Navigation:** Start Page > Setup > System (Administrator) > Grades > Permanently Store Grades

# Storing in the 1<sup>st</sup> Semester:

If a class is a semester long or shorter, then the F1 is also the A1.

If a class is a yearlong course, then the S1 is an A1.

# Storing in the 2<sup>nd</sup> Semester:

If a class is a semester long or shorter, then the F1 is also the A2.

If a class is a yearlong course, then the S2 is also the A2.

### Storing in the summer semester:

F1 is also the A2.

**Important:** A1 and A2 grades are stored without credit. GPA points must be stored in order to count as passing on the Athletic Eligibility Report. Once A1/A2 grades are stored, and Class Rank methods are created for Scholar Athlete Reports, run class rank.

#### Permanently Store Grades

Which Grades							
Use this Final Grade/Reporting Term: N1 - *							
Save with this Historical Store Code: A1 *							
Exclude/Include Class Enrollments							
Exclude enrollment records where the student enrolled in the class after this date: 000000000 III (MARCOVYYY)							
Exclude enrollment records where the student dropp	ed the class before this date: 00/00/0000						
Include only enrollment records that are currently act	tive and that were active on this date: 6/9/2015						
- Additional Filter Options							
Store grades for currently selected (503) students or	nly						
Request that grades be stored only for a specific section	n (course.section)						
Student Grade Level	9 0 10 11 12						
Track							
School Exit Date	From to (MMDD00000)						
Classes by term length		Store	% of course credit				
2014-2015	(08/25/2014 - 06/11/2015)	Store with no credit 🗸	0 %				
Semester 2	(01/24/2015 - 06/11/2015)	Store with no credit 🗸	0 %				
If you are storing grades for a term that is not in progres	ss or has only recently passed, you may need to display all terms. If a te	erm was already stored, you will overwrite the grades for the	at term and may affect graduation credit, GPAs, and transcripts.				
Show all terms?      No O Yes							
Options for classes enrolled at other schools							
Store grades for classes enrolled at	This school only 🗸						
Record the school name of	This school V						

# Historical Grades

**Navigation:** Start Page > Student Selection > Historical Grades

Example of historical grades stored as A1.

### Historical Grades 0

Yarb

			Multip	le New Entries Single New E	Entry
Year/Term	Grd Lvl	Course number	Course	Earned Credit	A1
14-15 S1	11	47005X0AUS	Advanced US History	0.00	83
14-15 S1	11	10235X0H	English III Honors	0.00	90
14-15 S1	11	10325X0YF	Journalism II Yearbook Honors Fall	0.00	94
14-15 S1	11	54152X0A	VISUAL ARTS BEGINNING	0.00	89

# Student Athletic Eligibility Data

**Navigation:** Start Page > Student Selection > (NC Information) Athletics > Student Athletic Eligibility Detail

The top pane of the Student Athletic Eligibility Data screen is read-only. All data is pulled from other data fields in PowerSchool.

Student Information	
Student Data	Values
Student Name	
Student Number (UID)	
School Info	Lake Norman High (490335) Grade 11
AE Scholar Fall Weighted (Scholar-Athlete Individual GPA min 3.500, semester 1 A1 grades)	0
AE Scholar Fall Unweighted (Scholar-Athlete Team GPA min 3.100, semester 1 A1 grades)	0
AE Scholar Spring Weighted (Scholar-Athlete Individual GPA min 3.500, semester 2 A2 grades)	1.938
AE Scholar Spring Unweighted (Scholar-Athlete Team GPA min 3.100, semester 2 A2 grades)	0
Days Absent/Present (Spring 2014)	0/0
Days Absent/Present (Fall 2014)	10/79
Birthday	11/08/1998
Age as of 08/30/2014	15 years 299 days
# of Courses Passed/Taken in Spring 2014	0/0
# of Courses Passed/Taken in Fall 2014	0/0
Date Enrolled in Current Year	08/25/2014
Date of Last Promotion	None Found
Date of Last Retention	None Found
Local Spring Eligibility Report GPA	2.6875
Local Fall Eligibility Report GPA	2.6875

The Teams pane lists all Sports Teams for which the student has been a member.

Teams							
School	Season	Year	Gender	Level	Sport	End Date	Partial Season
Lake Norman High	Spring	2014	Womens	Varsity	Softball	(MM/DD/YYYY)	

### **Athletic Eligibility**

The updatable Team Eligibility pane contains the NCHSAA eligibility requirements.

Team Eligibility	
Policies	Values
Sports student has played for 4 seasons	Baseball Baskehall Bowing Cheerleadnig
Sth Grade Entry Date	07/01/2012  Override
Athletic 9th Grade Entry Date	
Local Requirements	Yes V
Gfeller-Waller Parent Form Sign Date	(MMD01111)
Sports Physical Date	02/02/2015 IIII (MM/DD/1111)
Physical Pass/Fail	Passed V
Renew Sports Physical By	02/02/2016 III (MMICONYYY)
Overall Eligibility Override	
Other Policies	Values
Non-Felon	Yes 🗸
Transfer Policy Met	Yes V
Student Membership	Yes V
Residency Policy Met	Yes V
Amateur Status	Yes V

### Reports

**Navigation:** Start Page > Reports > State Reports > NCDPI Reports

Athletic Eligibility, Scholar Athlete Individual, Scholar Athlete Team, AE Student Physical and AE Student Marks can be accessed at the LEA and school level through State Reports or the Athletic Eligibility module.

Repor	ts					
System	ReportWorks	State Reporting [	Dashboard	Engine	Setup	NCDPI Reports
North Ca	arolina Specific	Reports	Des	cription		
North Ca	rolina Standards	Report Card	The	standards	report ca	ard for K-12 schools
North Ca	rolina Traditiona	Report Card	The	traditional	report ca	rd for K-12 schools
North Ca	rolina Transcript		The	high scho	ol transcr	ipt for the state of N
North Ca	North Carolina Historical Transcript			high scho	ol transcr	ipt for the state of N
North Ca	rolina SADLS Re	eports	Rep	orts to det	ermine if	students should hav
Graduat	ion Planner		Des	cription		
Diploma	Assessment Rep	port	Stu	dent progre	ess towar	d graduation.
Grades a	and Attendance	Reports	Des	cription		
Credits a	nd Attendance		Rep	ort of atter	ndance ar	nd credits earned fo
Athletic	Eligibility		Des	cription		
Athletic E	Eligibility Report		List	s eligible o	r ineligible	e students and the c
Scholar /	Athlete Individual	Report	List	s students	who qual	ify for scholar athlet
Scholar /	Athlete Team Re	port	List	s teams that	at qualify	for scholar athlete a

Navigation: Start Page > Special Functions > Athletic Eligibility Administration > Reports

Description

### Athletic Eligibility Report

The report output will differ depending upon the selected report parameters. Always select the season the student will play the sport, i.e. select spring for baseball, fall for football.

*Note:* If **Print** is selected as the report output, each student record will report separately. If **Table** is selected as the report output, the user has the option to **print**, **export**, **copy the report** or **hide/show columns**.

Athletic Eligibility Report	
<ul> <li>Report Preferences</li> </ul>	
Option	Value
Student Type	All Students -
Report Type	Student 🔻
Students	All 158624 currently enrolled students
Season	Fall 👻
Include Attendance	
Include Local GPA	
Mask Student Number	
Exclude Eligibility Calculation	
Report Output	Print 👻
	Submit

# Athletic Eligibility

	Autoric English	ity Report										
15viliettel		- Report Preferences										
By D. Sector		Option			Value							
(Transfer )		Bituitenti Type			Ad Stations							
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re bearn		include Attendance			0							
d December		Include Local DPM										
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nal metale Severy Marcine P Comment Second S	Box 2 Content	Fight British Sta	Apr as of BRENIA Vision No.211	t beneater Rate that setTitless	Deter Palers	+ Januer Rafe	A of Courses Passed Takes Norm (3-14 Hitts Hitts	# of Environs Paraset Taken Fact 54-15 Tarist Trans	Oble- Rate Re -	Physical Met	Canada Ca	n more a free Grand Eighting II II
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### Scholar Athlete Individual

Reports all individual student athletes that meet the NCHSAA minimum GPA requirement for the previous semester, or while they participated in a sport.

PowerSchool				•		Welc	etp 1 Bigs Out
ower school							army 64-th Year
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Scholar Athlete	Report						
	ReportPreferences						
			14	Scholar Attiele Report			Page: 1
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sty, Buste Dg-Code			sjorting Date	10/0500 1			
how A2 - entries							Copy Existent
Last Name	* first Name	Pupil Number	Gender	Teamps)	E Season	SPA I	Meets Criteria
			- M	Ealth variety Football (Feb. 2014-0110)	Fat	4.106	768
			1.64	Culto Varially Poolbiel (Fail: 2014-2212)	F14	4.875	Y2.9
				CoExt Versity Football (Feb. 2014-3115)	194		768
				Polici Straig Footbar (Fig. 2014, 2014)	14		14.0
			- M.	ColEd Variety Football (Feb. 2014-3113)	718	4.000	YE8
			P	CoEd Variety Poottall (Feb. 2014-2013)	Full	1875	12.0
			- 64	Callid Variaty Pootball (Feb. 2014-3015)	141	1.0.1	100
				Womens Varialy bolloat (Spring, 2014-2018)	Spring	1.875	76.9
				Vioreens Versity Softaat (Spring, 2014-3015)	Spring	4.625	103
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			3	chular Athlete Report			Page 1
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The **Scholar Team Report** lists all teams for the selected season that meet the NCHSAA minimum GPA requirement for the previous semester, or while they participated in a sport.

PowerSchool		2	Welcome,	Help   Sign Out
Start Daga > Departs > Athlatic Eliaib	ihu s Scholar Team Deport		School: Lake Norman High	Term: 14-15 Year
Start Page > Reports > Autieut Eligio	iny > Scholar Team Report			
Scholar Team Rep	ort			
	Report Preferences			
	Option	Value		
	GPA Semester	Fal 🗸		
	Team	All Teams		
		Coco Vansity Pootball (Fait, 2014-2015) Womens Vansity Softball (Spring, 2014-2015)		
_				_
Ē				٦
			Submit	
		Fall Scholar Team Report		Page: 1
District Name		Sport Minimum GPA		
School Name		Season .		
Street Address		Gender		
City,State Zip Code		Reporting Date 02/20/2015		
Show All V entries				Copy Export
Last Name	<ul> <li>First Name</li> </ul>	Pupil Number 0 Gender 0 Team(s) 0 Season 0 GPA	Meets Criter	ria 0
		No data available in table		
Showing 0 to 0 of 0 entries			Previo	ous 1 Next

## Student Marks Report

Lists all marks used to calculate student's Scholar GPA, stored as A1 or A2

DavingCala	al.				Welcom	i	Help   Sign Out
PowerScho					Sc	hoot: Lake Norman High	Term: 14-15 Year
Start Page > Reports > A	their: Elgibility > Student Marks Report						e P 单
Student Mar	ks Report						
	Report Preferences						
			Student Marks Report 2014-2015 Fall				Page 1
District Name School Name Street Address City,State Zip Code	le Schools	Sport Season Gender Reporting Date	Varsity Football Fall, 2014-2015 CoEd 02/20/2015				
Show Al v entries							Copy Export
1.01	Last Name	First Name	Pupil Number	4	Course Number		Grade
			7400		10215X0H		93
					63022X0A		91
					63022X0A		
					33205X0H		92
					22015X0CC2		
					21032X0C1F		96
					10235X0ADV		93
					54612X0C		98
					47005X0AU5		88
					24003X3A		96
					10242X0A		68
					M212X0A		92
					FN412XDA		100
					99355XDGP		
					54622308		91
					10252X6A		60
	222	14 + 1					1.14

# Student Physical Exam Data Report

The Student Physical Exam Data report is generated.

PowerSchool						Welcome.	Help Sign Out
Start Page > Reports > Athletic I	Eloibility > Student Physical Exam Data Rec	vort .				School: Lake	Normas High Term: 14-15 Year
5							
Student Physica	al Exam Data Report						
	· Report Preferences						
	Option				Value		
	Report Type				Team V		
	Team				All Teams Codd Warshy Footboll (Fae) Womens Varshy Sotball (Spring)		
	Sports Physical Pass/Fail				v		
	Show Records with Physical Date	Prior to			(UMCONTY)		
	Only Show Students wout a Phy-	sical Date					
-						Submit	
			Stud	ent Physical Exam Data	Report		Page: 1
District Name	Iredell-Statesville Schools	Sport		Varsity For	otball		
School Name Street Address	186 Doole Road	Gender		Pall, 2014- CoEd	2015		
City,State Zip Code	Mooresvile, NC 28117	Reporting D	ate	02/20/2015	5		
Show All V entries							Copy Export
Last Name	<ul> <li>First Name</li> </ul>	Pupil Number	Team(s)	Season 0	Sports Physical Date	Sports Physical Pass/Fail	Renew By
			Football	Fall		FAIL	02/20/15
			Football	Fall		FAIL	02/20/15
			Football	Fall		FAIL	02/20/15
			Football	Fall		FAIL	02/20/15
			Football	Fall		FAIL	02/20/15
			Football	Fall		FAIL	02/20/15
			Football	Fall		FAIL	02/20/15
_			Football	Fall		FAIL	02/20/15

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