



2025 Winter Sports Season – Athletic Placement Process (APP) TIMELINE

Step	Description	Responsible Party	Completion Date/Deadline
1	Varsity Coach Sport Skill Evaluation, AD discussion, and Athlete Consideration.	Varsity Coach and Athletic Director	September 26, 2025
2	Athletic Director approval of student athlete to proceed. Athletic Director will send approved list of students to Varsity Head Coaches and District Medical Director/designee.	Athletic Director	October 3, 2025
3	Varsity Coach will invite student and parent/guardian to voluntarily participate in the APP program.	Varsity Coach	October 10, 2025
4	District Medical Director/designee will review student medical file and contact the parent/guardian to discuss medical requirements of APP. Will review options of Primary Care Provider (PCP) or District Medical Director (DMD) for physical if student does not have an up to date physical already on file.	School Medical Director/designee	October 14, 2025
5	Varsity Coach will communicate to AD's Office via email the parents' intent to allow/not allow their student to participate in the APP program.	Varsity Coach	October 15, 2025
6	Athletic Director office will prepare student specific APP packets.	Athletic Director	October 16, 2025
7	APP packets must be picked up, by parent/guardian, in the HS AD's office. Parents must review the APP packet and its requirements with student.	Students' Parent/Guardian	October 16-23, 2025
8	APP packets permission form is due. Must be signed by parent/guardian and returned to the middle school nurse or athletic office.	Students' Parent/Guardian	October 24, 2025 <i>APP ends if no permission form is returned by date.</i>
9	District Medical Director/designee will confirm with all appointments with primary care (if PCP option) or notify of physical maturity exam date/time (If DMD option). Will also confirm all parents/guardian's intent on being present/or not for the school physical exam.	School Medical Director/designee	October 28, 2025
10	District Medical Director/designee will conduct physical exam at middle school health office and make final APP determination on medical clearance for all students. All paperwork from the PCP (if PCP option) is due.	School Medical Director/designee	October 30, 2025 <i>APP ends if not medically cleared.</i>
11	Parent/guardian will be informed of result of school physical via phone call (if not present for exam). District Medical Director/designee will send, via email, a list of medically cleared student APP candidates to the Athletic Director.	School Medical Director/designee	October 30, 2025
12	Athletic Director will send medically cleared student athlete's parent/guardian, via email, the requirements of the APP Physical Fitness Testing program, as well as the date, time, and location of the testing.	Athletic Director	November 4, 2025
13	Athletic Director or designee will conduct APP Physical Fitness Test program.	Athletic Director	November 13, 2025
14	Varsity and Junior Varsity Sport Try Outs (All 9 th -12 th and approved 7 th -8 th APP Athletes)	Varsity Coach	All Sports: Start November 17
15	Athletic Director completes districts APP program records information sheet	Athletic Director	November 25, 2025
16	Athletic Director completes APP program completers notifications to Section IV office.	Athletic Director	November 25, 2025