

**To:** Athletic Directors (High School and Middle School)  
**From:** Greg Stahl, Assistant Executive Director – Sports Medicine  
**Subject:** NEW - MSHSAA Pre-participation Physical Examination Forms  
NEW - MSHSAA Pre-participation Documentation Annual Requirements  
**Date:** April - 2023

Upon the recommendation from the MSHSAA Sports Medicine Advisory Committee, MSHSAA Legal Counsel and approval from the MSHSAA Board of Directors, the MSHSAA Preparticipation Physical Evaluation Forms/Process has been revised, effective immediately (April-2023). **Please review the information below carefully and thoroughly regarding the “new” MSHSAA Preparticipation Physical Evaluation Forms/Process all member schools must begin implementing.**

**(NEW) MSHSAA Preparticipation Physical Evaluation Forms/Procedure:** For many years, our member schools have been collecting completed Preparticipation Physical Evaluation Forms that consisted of three pages (Physical Examination Form -1 page, Medical History Forms-2 pages). The American Academy of Pediatrics (AAP) and other national medical organizations communicated to the NFHS and state associations that middle schools and high schools who are distributing, then collecting, the actual Physical Examination Form and/or Medical History pages need to discontinue that practice due to potential issues relative to HIPPA; therefore, MSHSAA worked aggressively with our Sports Medicine Advisory Committee to review our forms and procedures for distributing and collecting information related physical forms. With the directive from the AAP and other medical organizations, MSHSAA embedded an additional page (page 5) to our PPE Forms, titled **“Medical Eligibility Form”**, that is now the ONE stand-alone form that a student/parent/guardian returns to the school as their documentation for receiving a physical examination and a release to participate.

Go to [www.mshsaa.org](http://www.mshsaa.org) and under the Sports Medicine tab and MSHSAA Resources category you will find the link to the “new” version of the MSHSAA Preparticipation Physical Evaluation Forms/Process, which now includes a Medical Eligibility Form (page 5). You will notice that the Medical Eligibility Form is less invasive relative to a student’s actual medical information being collected and filed by the school. While the personal medical information of the student is still on the Physical Examination Form (page 3), which will still be used by a medical provider when completing a physical, the Medical Eligibility Form accounts for the student’s actual release to participate and still permits the physician to indicate how long the Medical Eligibility Form (physical) is valid, up to a maximum of 2 years. There was also an effort to organize these five pages into a Step-by-Step procedure that spells out to whom each page(s) of the PPE Forms is issued to, retained by or returned to. (Please note the “Steps” indicated at the top of each section of the forms).

**See Q and A's below for guidance on what to do with physicals that are still valid but were secured prior to the new forms being released AND what should occur when the wrong forms are returned.**

#### **QUESTIONS/ANSWERS – Preparticipation Physical Forms**

**Q 1:** When should our school (Principals/Athletic Director/School Nurse/Athletic Trainer, etc.) start using/distributing the “new” MSHSAA Preparticipation Physical Evaluation Forms which includes the Medical Eligibility Form?

**A 1:** Immediately. From this point, when the Superintendent/Principal/Athletic Director/School Nurse/Athletic Trainer, etc. notices that a student’s physical form is about to expire or has expired, the “new” MSHSAA Preparticipation Physical Evaluation Forms/Process (five-page document) shall be issued to the student/parent/guardian for the student to get a new physical examination and release to

participate. The school shall communicate clearly to the student and parent/guardian that the top of each document indicates how each of the forms are to be used and ONLY the last page (Medical Eligibility Form - page 5) is to be returned to the school as the student's documentation for receiving a physical examination and release to participate. NOTE: A physical (Medical Eligibility Form) can still be deemed valid for up 2 years from the date the physical was received.

**Q 2:** What should our school (Superintendent, Principal/Athletic Director/School Nurse/Athletic Trainer, etc.) do for those students who currently have the old/previous physical examination form/medical history forms on file with the school and those forms are still valid based on calendar date for which the last physical was received?

**A 2:** Keep as you have always done. Since the school (Superintendent, Principal/Athletic Director/School Nurse/Athletic Trainer, etc.) already has these physical examination forms on file, keep those forms on file since they are still valid for up a maximum of two years from the date the physical was received. Once these physical examination forms expire the school must make sure the "new" MSHSAA Preparticipation Physical Evaluation Forms/Process (five-page document) is issued to the student/parent/guardian for the student and ONLY the last page (Medical Eligibility Form - page 5) is to be returned to the school as the student's documentation for receiving a physical examination and release to participate.

**Q3:** We have students that have a physical form on file and the physical form is one that was used by the physician's office/clinic, it is not the old/previous MSHSAA PPE Form or the new Medical Eligibility Form. These physical forms from the physician's office also specifically state that the physical is only valid for one year. (1) Is it okay to keep a physical form that is from a physician's clinic/office, even though it is not on the old/previous MSHSAA PPE Form, since based on the calendar date the physical was received would deem it to still be valid? (2) Is the physician's physical form that specifically references being valid for one year still valid for a two-year period as permitted under MSHSAA bylaw 3.8.1?

**A3:** (1) Yes it is still permissible to keep a physician's physical form to meet the requirement of bylaw 3.8.1 for a student to participate in sports; however, the new MSHSAA Medical Eligibility Form is the acceptable form to be used in the future when the student needs a new/updated physical. (2) If a physician's physical form specifically states that it is only valid for one year then the student will be required to get a new physical based on information noted by the physician. A physician indicating that they are only clearing a student for participation for one year, or any amount of time less than two years, supersedes MSHSAA Bylaw 3.8.1 noting that physicals may be valid for two years, so there medical directive must be honored.

**Q4:** We have several students with a physical form currently on file; however, it is the old/previous MSHSAA PPE form....it is not the new MSHSAA Medical Eligibility Form that was released in April - 2023. Do we need to have all students get a new physical and return the "new" MSHSAA Medical Eligibility Form in order for a physical to be valid for the two years (730 days)?

**A4:** All physical forms that your school currently has on file are either valid for two years (730 days) per bylaw 3.8.1 OR valid for the period of which the physician has indicated on the physical form. It is not necessary to have your students go get a physical examination just so the physical is completed on the new MSHSAA Medical Eligibility Form. However, once currently on file physical form become invalid (out dated), you absolutely need to use the new MSHSAA PPE forms which includes the Medical Eligibility Form that a student returns to the school as documentation for having completed a physical examination.

**Q5:** Our school has printed and made copies of the new MSHSAA PPE Forms, which includes the Medical Eligibility Form (page 5), and we have distributed these new forms to all students who need a new physical examination prior to starting participation in a sport, cheer/dance or marching band. Some of these students have returned from the physical examination indicating that their medical provider/physician indicated that they only use their own in-house physical forms and they would not complete the MSHSAA Medical Eligibility Form. Do we allow the student to turn in the medical provider's in-house physical form(s) and keep the medical provider's/physician's physical form on file as the student's release to participate?

**A5:** Our guidance to our member schools for only collecting the MSHSAA Medical Eligibility Form comes directly from representatives from the American Academy of Pediatrics, American Academy of Family Physicians, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine and the American Osteopathic Academy of Sports Medicine.....all of which are organizations that participate in the development of the PPE - Preparticipation Physical Evaluation Forms. These medical organizations indicate that our schools are to refrain from collecting and filing/storing private/protected medical information that can indicated on physical examination forms; therefore, school should only collect and file/store the Medical Eligibility Form as the student's documentation for receiving a physical examination and release to participate. YES, our member schools shall exhaust all efforts for only collecting and filing/storing the Medical Eligibility Form (page 5) in an effort to protect the school; however, if a member school accepts a full Physical Examination Form, whether is it is page 3 of our new forms or a medical provider's own in-house physical examination form, the school is doing so at their own risk due to guidance issued for only collecting the Medical Eligibility Form. Lastly, make sure the medical providers/physicians understand that we are not telling them that they cannot use their own physical examination form for conducting the actual physical examination, we are simply asking them to complete the Medical Eligibility Form (page 5 of our forms) as documentation that the student actually received a physical and has been released to participate based on the position taken by medical organizations as previously noted.

**Q6:** MSHSAA Bylaw 3.8.1 permits a pre-participation physical/Medical Eligibility Form to be valid for two years and we have a number of our students who have received a physical and the physician noted it is valid for two year; therefore, the student will not need a new physical for the 2023-2024 school year. MSHSAA also requires students/parents to complete Pre-participation Documentation Requirements prior to participation. Since these student's physicals are valid for two years...is it necessary that our school secures new/updated Pre-participation Documentation – Annual Requirements for the ensuing school year.

**A6:** First, beginning with the 2023-2024 school year, schools must now make sure that they are securing the new MSHSAA Pre-participation Documentation-Annual Requirements for each and every student that participates in any Sport or Activity. YES, the MSHSAA Pre-participation Documentation-Annual Requirements must be updated and completed ANNUALLY (every year). Also, It is recommended that schools secure the MSHSAA Pre-participation Documentation-Annual Requirements prior to the start of each school year; however, at a minimum the MSHSAA Pre-participation Documentation-Annual Requirements must be secured from each student prior to them being permitted to participate in any sport or activity season for each school year. The MSHSAA Pre-participation Documentation-Annual Requirements consist of the following: Current Health and Injury Update, Emergency Contact Information, Parent Permission-Insurance Verification, Student Agreement, Concussion Education Materials Verification, Injury Risk Disclosure Verification. These requirements must be secured from the student and student's parent(s) annually.

**(NEW) MSHSAA Preparticipation Documentation – Annual Requirements (Mandatory):** ALL students who participate in ANY Sport or Activity are now required to complete the MSHSAA Pre-participation Documentation – Annual Requirements forms. As a reminder, while the MSHSAA Medical Eligibility Form (physical) can be valid for a two-year period from the date of the physical examination, the MSHSAA Pre-participation Documentation – Annual Requirements forms must be completed/updated annually for every student participating in any sport or activity. **The MSHSAA Pre-participation Documentation-Annual Requirements consist of the following: Current Health and Injury Update, Emergency Contact Information, Parent Permission-Insurance Verification, Student Agreement, Concussion Education Materials Verification, Injury Risk Disclosure Verification.** These requirements must be secured from the student and student’s parent(s) annually. The MSHSAA Pre-participation Documentation-Annual Requirements forms are located on the Sports Medicine page at [www.mshsaa.org](http://www.mshsaa.org). Use the MSHSAA Resources category followed by the link titled “MSHSAA Pre-participation Documentation-Annual Requirements” (All Sports & Activities).

**See Q and A's below for guidance on what questions you may have about the Preparticipation Documentation - Annual Requirements.**

**QUESTIONS/ANSWERS – PRE-PARTICIPATION DOCUMENTATION – ANNUAL REQUIREMENTS:**

**Q1:** Do students who participate in Music (choir/band/orchestra), Scholar Bowl and Speech/Debate/Theatre have to complete a parent permission form, which also includes a verification of healthcare insurance or healthcare expense payment plan, prior to being able to participate?

**A1:** YES, all students who participate in any activity, sport or both are required to complete ALL forms that are included in the Pre-participation Documentation-Annual Requirements. These forms include: Current Health/Injury Update, Emergency Contact Information, Parent Permission/Verification of Healthcare Insurance or Healthcare Expense Payment Plan, Student Agreement, Parent/Student Concussion Education Verification and Parent/Student Injury Risk Disclosure.

**Q2:** In the past, the Parent Permission form required a parent/guardian to provide a “policy number” for the insurance coverage. Does the parent permission form still require a policy number for proof of insurance?

**A2:** NO, the “new” Parent Permission form that was revised in April-2023 only requires a parent/guardian to verify (Yes or No) as to whether the student has a healthcare insurance coverage or a healthcare payment plan in place. In addition, school administrators are no longer in a place to require the parent/guardian to provide a policy number for any healthcare insurance or healthcare payment plan due to policy numbers being considered private/protected information. If the response is NO on this form then the student shall not be permitted to participate in any sport or activity.

**Q3:** A parent/guardian has reached out to our school indicating that their family participates in a group healthcare program (Ex: Christian Healthcare Ministries, Native American Healthcare Program, Etc.). This healthcare program is not a healthcare insurance plan, it is a healthcare program that permits the family to make monthly contributions and then in the event that medical services are necessary this healthcare program allows the family to submit for reimbursement for medical expenses. Does this type of healthcare program meet the requirement for being able to mark YES on the Parent Permission form relative to the verification of health insurance or healthcare payment plan?

**A3:** YES. Moving forward, students can meet the verification of “insurance” requirement by having either a traditional healthcare insurance coverage OR by having a healthcare payment plan in place that covers medical expenses. Ultimately, it is solely in the hands the parent/guardian to be honest,

transparent and liable for their response to marking Yes or No as to whether the student has healthcare insurance coverage or a healthcare payment plan.

**Q4:** We have a student who was in Marching Band during the fall and submitted their Pre-participation Documentation-Annual Requirements forms at the start of marching band camp/practice. This student will also be playing basketball during the winter season. Does this student need to complete the Pre-participation Documentation-Annual Requirements forms again prior to playing basketball?

**A4:** NO. The Pre-participation Documentation-Annual Requirements forms must only be completed once annually and is applicable to any activity or sport of which the student participates during that year. In addition, it is a local school decision as to what process will be used to secure these forms as well as how or where the form will be filed/stored.

**Q5:** Our school understands that ALL students in any activity must complete the Pre-participation Documentation-Annual Requirements forms. (A) What is the deadline for when activity directors have to complete the trainings? (B) What is the deadline for students in activities to have completed the Pre-participation Documentation-Annual Requirements forms?

**A5:** (A) Activity directors are required to complete the trainings prior to the start of co or extra-curricular practices in preparation for any interscholastic competitive/evaluative events. (B) Before participating in co or extra-curricular practices in preparation for any interscholastic competitive/evaluative events.

**Q6:** The MSHSAA Pre-participation Documentation-Annual Requirements forms are three pages in total. Is it okay if our school were to only use page 2 of these forms and use other platforms to secure similar information that is found on page 1 and page 3 of the MSHSAA Pre-participation Documentation-Annual Requirements forms?

**A6:** No. All member schools are required to have parent(s)/student(s) complete ALL three pages of the MSHSAA Pre-participation Documentation-Annual Requirements forms. All three pages have been reviewed by the MSHSAA Sports Medicine Advisory Committee and MSHSAA legal counsel to ensure that our schools collecting critical information in the best interest of both our member schools and the students who participate. All three pages require information to be provided and/or a signature(s) given prior to allowing a student to participate in practices/contests.

**Q7:** Our school understands that MSHSAA bylaw requires ALL student any sport or activity to have healthcare insurance coverage or a healthcare expense payment plan. On page 2 of the new MSHSAA Pre-participation Documentation-Annual Requirements, it requires the parent/guardian to indicate yes or no as to whether the student has healthcare insurance coverage or a healthcare expense payment plan. A student has to return this form (page 2) to our school and the parent/guardian has checked "NO" as their response. (1) Do we have to hold the student out of practices/games if the parent/guardian has checked "NO"? (2) What does our school need to do to resolve this issue for the answer to be "YES" so the student can participate?

**A7:** (1) Yes, you must hold the student out from participation in practices or games/contests if the parent/guardian has selected "No" indicating that there is no healthcare insurance coverage or expense payment plan in place. (2) The school would need to inform the parent of the healthcare insurance or expense payment plan requirement. The school will need to inform the parent/guardian that they need to provide documentation showing that they have acquired health insurance coverage or are participating in a health expense payment plan prior to allowing the parent/guardian to change the answer from No to Yes.