

**To: Athletic Directors (High School and Middle School)**  
**From: Greg Stahl, Assistant Executive Director – Sports Medicine**  
**Subject: MSHSAA Pre-participation Physical Examination Form, MSHSAA Pre-participation Documentation Annual Requirements**  
**Date: May – 2019**

Please read and forward this email to any other personnel in your school district that you determine necessary (Athletic Trainers, School Nurses, Secretaries, etc.).

MSHSAA member schools recently changed Bylaws 3.8.1 and 4.5.4 to allow a student's PPE (Pre-participation Physical Examination) Form to be valid for a two year period (730 days) from the date of which the physical examination was received. Several questions have been presented to our office relative to student physicals moving forward, especially with reference to the 2019-2020 school year. Please read the information below to clarify some questions that you may have relative to PPE's for students at your school.

**WHAT DEEMS A PHYSICAL TO BE VALID?:** A PPE (physical form) that releases a student to participate in sports/activities will now be considered valid for two years (730 days). We cannot control when every student's physician will want to see them again for a general physical, which will be between the student's physician and their parent; however, in order to be permitted to play sports for a school team, the new MSHSAA bylaw allows a physical to be valid for a two year period (730 days). A current physical that a student may have on file with the school may be valid for next school year under the new bylaw.

**Example:** A physical that was received on August 2, 2018 is now valid through August 1, 2020.

**Example:** A physical that was received May 29, 2018 is now valid through May 28, 2020.

**Example:** A physical that was received February 2, 2018 is now valid through February 1, 2020.

**NOTE:** In the event that a student has endured a medical condition resulting in a significant change with their medical history the school is advised to request a new PPE (physical form), or at a minimum, if/when the school knows that a student has experienced a medical condition or an injury, the school shall secure a written medical release from a physician for the student to be released to return to or to continue participation. It is recommended that the written medical release from the student's attending physician be retained on file with the student's most recent physical form. **Only the MSHSAA PPE Form, the "physical examination", is valid for a two year period (730 days). The MSHSAA Pre-participation Documentation such as Medical History, Parent Permission-Insurance Verification, Student Agreement, Concussion Education Materials-Parent/Student Signature, Emergency Contact Information are still annual requirements that the school must secure from the students/parents annually.**

- **"NEW" MSHSAA PPE FORM:** A "new" and revised MSHSAA PPE form will be posted to the Sports Medicine page at [www.mshsaa.org](http://www.mshsaa.org) on **June 1, 2019**. The new MSHSAA PPE FORM reflects only the actual "physical examination" (1 page). The document has been revised to reflect the recent change to bylaw 3.8.1 and 4.5.4 to allow for physicals to be valid for a two year period (**unless a physician specifically notes on the PPE for the physical only being valid for one year**) AND to reflect recent changes made to the physical form by the American Academy of Pediatrics and other supporting organizations. From this point forward, **PLEASE MAKE SURE TO USE THE "NEW" MSHSAA PPE FORM FOR ALL STUDENTS THAT DO NOT HAVE A PHYSICAL CURRENTLY ON FILE WITH YOUR SCHOOL OR FOR THOSE STUDENTS YOUR SCHOOL DEEMS MUST HAVE AN UPDATED PHYSICAL.** Your school may have several students that have a physical on file that is on the "old" form but will now be valid for two years from the date the

physical was received. This is not a problem.....it is not necessary to have all students receive a new physical just for the sake of having every student's physical on the new physical form. **The new MSHSAA Pre-participation Physical Form is located on the Sports Medicine page at [www.mshsaa.org](http://www.mshsaa.org). Use the MSHSAA Resources category followed by the link titled "2019-2020 MSHSAA Pre-participation Physical Form".**

**MSHSAA PPE TRACKING FEATURE (MSHSAA Website):** During the Summer-2019 MSHSAA will be updating the MSHSAA website to include a new feature that will track the date of expiration for PPE forms. Each student on your school's Student Master List has a Profile page. On each student's Profile page there will be a new "Physical Form" field for you to indicate the date for each student's most recent physical examination(PPE Form). Based on the date you enter for each student, the MSHSAA website will track those PPE forms which will result in automatic email to the Athletic Director alerting them of PPE forms nearing expiration. The automatic emails indicating a warning for a student's physical form expiring will be sent 60 days and 30 days prior to the expiration of the student's physical. **THE PPE TRACKING FEATURE (Physical Form Field on Student Profile pages) WILL BE AVAILABLE ON AUGUST 1, 2019.**

- **MSHSAA PRE-PARTICIPATION DOCUMENTATION (Annual Requirements):** While the MSHSAA PPE Form is now valid for a two year period from the date of the physical examination, all other Pre-participation Documents must still be completed/updated annually for every student athlete. **MSHSAA PRE-PARTICIPATION DOCUMENTATION THAT MUST BE COMPLETED ANNUALLY: Medical History (pg 1-2), Parent Permission-Insurance Verification (pg 3), Student Agreement (pg 4), Concussion Education Materials-Parent/Student Signature (pg 4), Emergency Contact Information (pg 4).** **These requirements must be secured from the student and student's parent(s) annually.** **The Pre-participation Documentation 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 Requirement Forms".**

## **QUESTIONS AND ANSWERS**

**Q1:** We have students that have a physical form on file and the physical form is one that is used by the physician's office/clinic, it is not the MSHSAA PPE Form. These physical forms from the physician's office specifically state that the physical is only valid for one year. (1) Is it okay to accept a physical form that is from a physician's clinic/office and not on the MSHSAA PPE Form (2) Is the physician's physical form that specifically references being valid one year still valid for a two year period under MSHSAA bylaw 3.8.1

**A1:** (1) Yes it is still permissible to accept a physician's physical form to meet the requirement of bylaw 3.8.1 for a student to participate in sports. The MSHSAA PPE Form is the recommended form to be used, but it is not the only physical form that can be used for releasing a student to participate. (2) If a physician's physical form specifically states that it is only valid for one year...OR if a physician specifically notes on the MSHSAA PPE Form that the physical form is only valid for one year then the student will be required to get a new physical in a year from the date the physical was issued. A physician indicating that they are only clearing a student for participation for one year supersedes the MSHSAA Bylaw noting that physical may be valid for two years.

**Q2:** We have several students with a physical form currently on file; however, it is the old MSHSAA PPE form.....it is not the new MSHSAA PPE Form that was released on June 1, 2019. Do we need to have all students get a new physical using the "new" MSHSAA PPE form in order for a physical to be valid for the two years (730 days)?

**A2:** All physical forms that your school currently has on file are now valid for two years (730 days) from the date that the physical was issued. It is not necessary to have your students secure a new physical just so the physical is completed on the new MSHSAA PPE form. The only exception to this would be if a physician has noted on a student's physical form that the physical is good for one year OR your school is aware of a medical condition that a student has experienced resulting in what you believe is a necessity for the student to have a new physical completed. In these cases that result in a student needing a updated physical....you absolutely need to use the new MSHSAA PPE form.

**Q3:** Due to the recent changes to MSHSAA Bylaw 3.8.1 regarding pre-participation physical forms, many of our students will not need a new physical for the 2019-2020 school year because we already have physicals on file for them that are now considered valid for two years (730 days). We also have all the other Pre-participation Documentation requirements on file for these students. Is it necessary that our school secure new Pre-participation Documentation requirements for the 2019-2020 school year.

**A3:** YES, the MSHSAA Pre-participation Documentation-Annual Requirements must be updated and completed every year. It is recommended that schools secure the Pre-participation Documentation prior to the start of each school year; however, at a minimum the Pre-participation Documentation must be secured from each student athlete prior to them being permitted to participate in their first sport season for each school year. Pre-participation Documentation includes: Medical History, Parent Permission-Insurance Verification, Student Agreement, Concussion Education Materials-Parent/Student Signature, Emergency Contact Information. These requirements must be secured from the student and student's parent(s) annually.