

Instructions for Accessing, Filling Out and Submitting

Rank One Electronic Forms

Please go to: <https://castleberryisd.rankonesport.com>

Step 1) Please have your student's school ID number available. It is REQUIRED on each form.

*** Please do not use student's nicknames on the forms. Please use the name(s) on Skyward. **The forms WILL NOT submit if the names do not match.**

Step 2) Clicking over the 'electronic forms' tab will show you multiple sections. Once a section has been completed and accepted, you will receive an email. We encourage you to print this email for your records.

Step 3) Electronically submit information packet/ UIL forms. **Submit ALL SIX FORMS!!!!**

*** You **MUST** submit every form. **If you do not have health insurance, you must select 'none' and submit the form.** You will not be cleared until all forms have been submitted.

*** Every blank must be filled in. If something does not apply to you, fill it in with 'NA' and submit the form. **MOST, if not all, THINGS WILL APPLY.** This information is very important to insuring that your student-athlete is safe and well taken care of during his/her athletic season(s).

A STUDENT WILL NOT BE CONSIDERED CLEARED UNTIL ALL PAPERWORK HAS BEEN SUBMITTED AND PROCESSED.