



JEFFERSON CITY HIGH SCHOOL ACTIVITIES

HOME OF THE JAYS

PRIVIT Instructions for Parents

If you are new to PRIVIT:

Go to this website: <https://jcschools.e-ppe.com/index.jspa>

Click "REGISTER"

Parents are the ones who need to register

Once the parent fills out the necessary information, it will take you to your profile

Click "ADD MEMBER"

You need to add any children you have participating on the team by creating a profile for each of them.

Once you click "Add member", type in the required information.

Click on the newly created student

On this screen, under the section that says "JOINED TEAMS", click "UPDATE"

On this screen, add your child into all of the sports/organizations they are a part of at JCHS/LC/TJ.

After selecting all sports/organizations your child is in, click "DONE" at the bottom of the screen

Now, on your child's profile, multiple things are available for you to complete.

Personal Details

Pre-Participation History Form

Parent Permission Form

Student Agreement Form

Participation Policy

Drug Testing Consent (High School Only)

Completed Physical - will need to upload (Some activities are not required to have a physical).

Parent Information Video

If you have an existing PRIVIT Profile:

Login to your PRIVIT Profile – (This will be a parent's login information): <https://jcschools.e-ppe.com/index.jspa>

Select the student profile that needs to be updated

Sign all new forms for the 19-20 school year and watch the Parent Information Video

If you have a physical from last year, you will not need another physical this year per MSHSAA's new 2-year rule

If you do need an updated physical, you can upload it by selecting the 'Manage Documents Tab, and selecting 'Upload Document'.

Follow the prompts, and select what you are uploading

*As a reminder, you can do this with a smartphone through the PRIVIT app

Make sure that your student has selected all of the teams they are participating in, and delete any teams they are no longer using.

If there have been any changes to the Pre-Participation History form, you will need to go into the form and update the necessary info. (You will not need to fill out a new form, simply edit the info that has changed.)

Reminders for all parents:

For the activities that do not require a physical – The system will show your child's profile as "INCOMPLETE" because you have not uploaded a physical. That is normal. The Athletic Department will be going in individually and clearing all those students manually who have the required information complete.

Parents: PRIVIT: Health Profiles is an app for you to download to your smart phone. This app will allow you to upload your student's physical if you do not have access to a scanner.

For PRIVIT Support, you can call 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET)

If you have any additional questions, please direct them to Amber Mueller (amber.mueller@jcschools.us) or Chad Rizner (chad.rizner@jcschools.us)