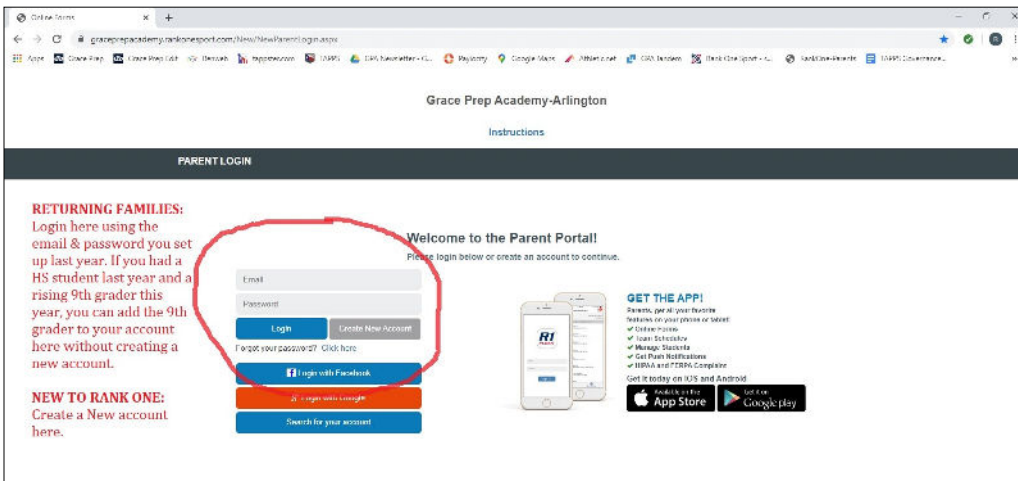


Grace Prep - RankOne and TAPPS required paperwork

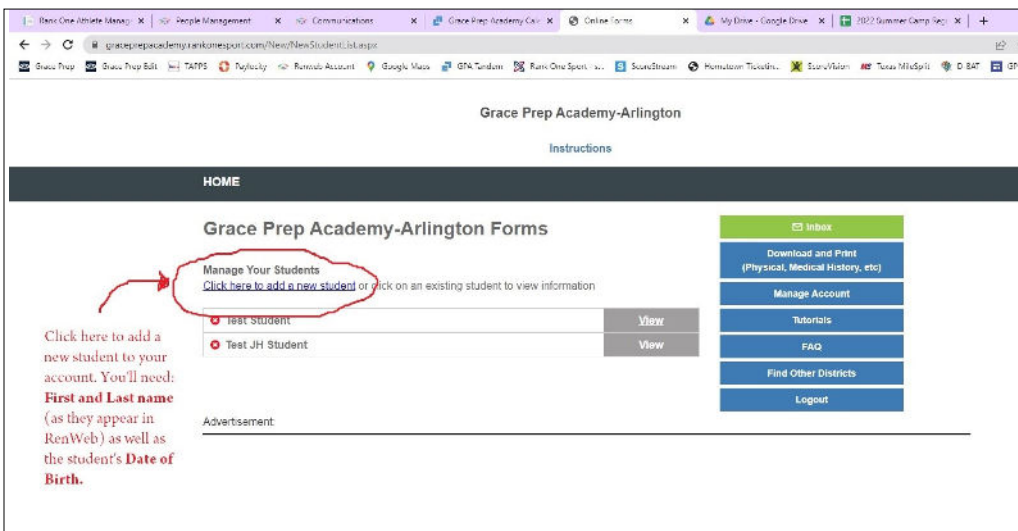
<https://graceprepacademy.rankone.com/>

Red text in each picture will give you more information.



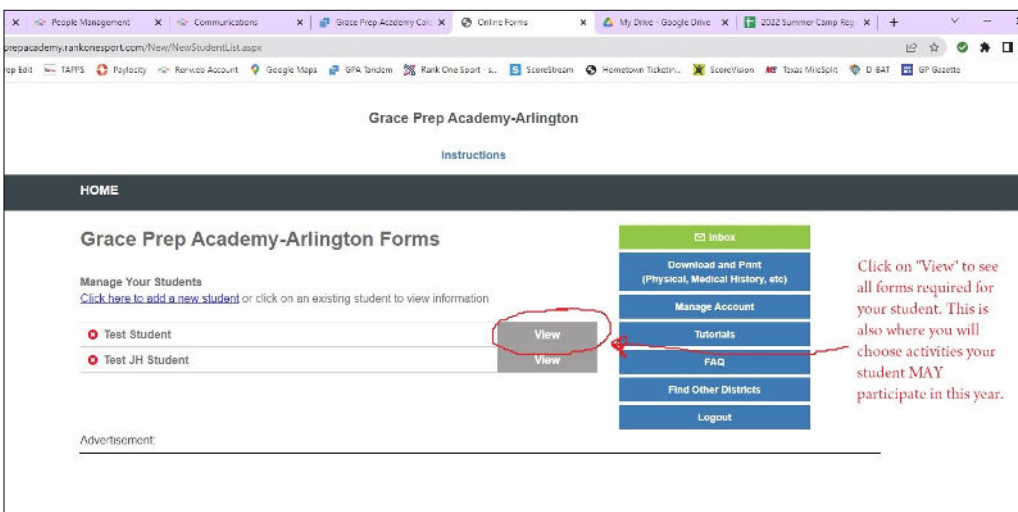
1. Login to your current Rank One account or create a new account. Be sure to use the Grace Prep link above.

If you are coming from another school, you can use the same login, but make sure you're on the Grace Prep page.

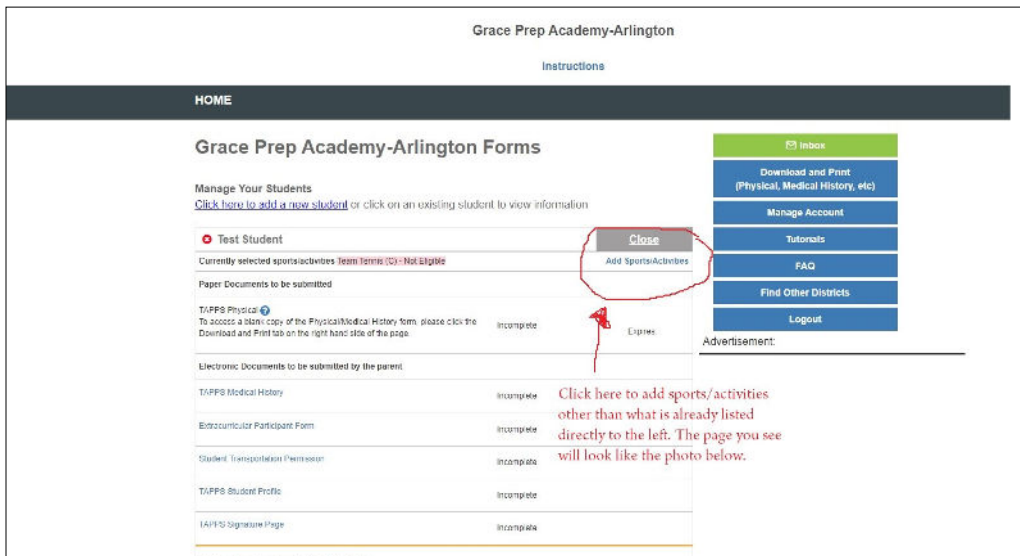


2. Click on the hyperlink to add a new student to your account. You'll do this when you create your account for the first time, as well as if you already have an account but another child has entered JH or HS.

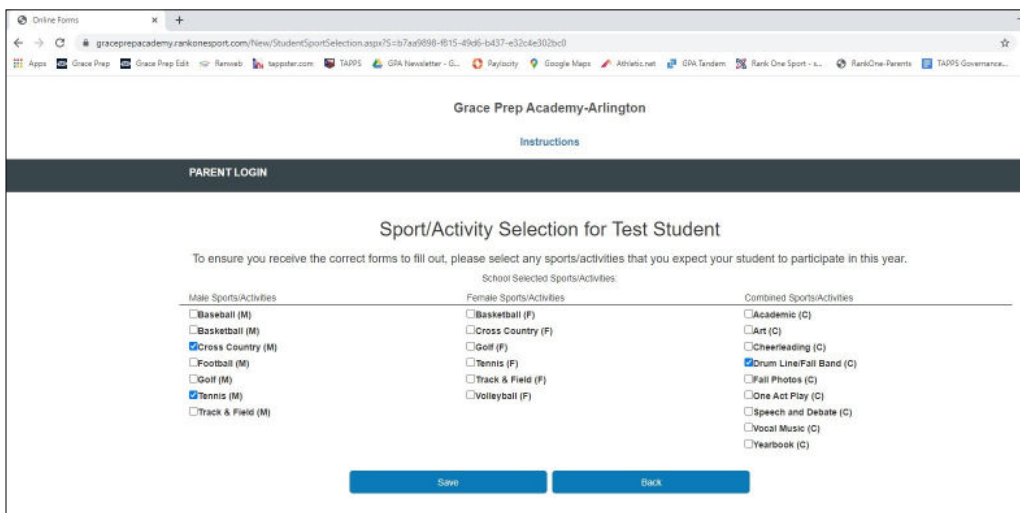
You'll need the student's **First and Last Names** (as they appear in RenWeb) as well as their **Date of Birth**.



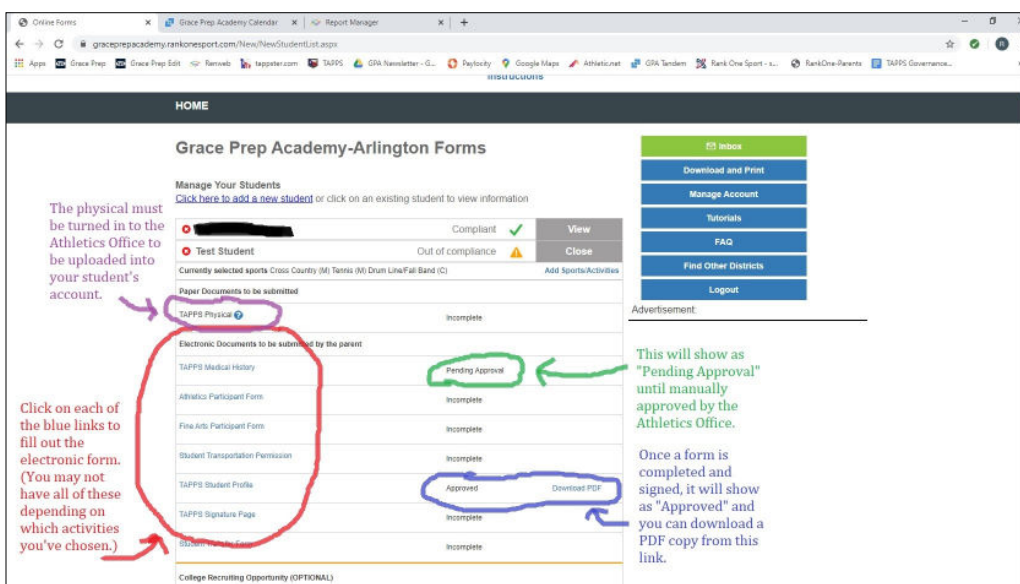
3. Click on "View" to see the forms that you'll need to fill out, as well as the link to add activities/sports. All forms (except the physical) are filled out ONLINE and signed by both the student and parent.



4. Click on "Add Sports/Activities" to add activities. Returning students may have some activities already listed to the left.



5. This is what the Sport/Activity selection page looks like. Be sure to click "Save" when you are finished.



6. Click on each blue link to fill out the attached electronic form. Forms must be signed by both student and parent. When forms are complete, you will see "Approved" and "Download PDF" to the right of the form. The **Medical History** is the exception as it must be manually approved by the Athletics Office.

The **physical** must be turned in to the Athletics Office to be uploaded to your student's account.

When all forms are completed and the physical is uploaded, you will see "Compliant" with a **green** checkmark next to your student's name.

RankOne.com FAQs

Who has to fill out Rank One e-forms?

Every 6th-12th grade student at Grace Prep. These cover Athletics and Fine Arts/Academics activities as well as all other school trips. Forms must be completed PRIOR to the first practice or first day of school, whichever comes first. Forms cover **all** activities for the school year.

What forms to do I have to complete?

Everyone completes:

- ◆ **Medical History** - This will show "Pending Approval" until it's been manually approved in the Athletics Office.
- ◆ **Extracurricular Participant Form** - This includes the Extracurricular Handbook (click on the hyperlink) as well as the Student Medical Profile which lists any allergies, chronic medical conditions and medications needed when on a school trip., as well as OTC medication permissions.
- ◆ **Student Transportation Permission** - Click on both hyperlinks in the document. Because of the way the e-forms have to be set up, Junior High families will need to read/acknowledge the second hyperlink ["Student Permission (Own Vehicle)"] even though it does not apply.

High School will also have:

- ◆ **TAPPS Student Profile** - Students who enroll at GPA **after** the first day of their 9th grade year will need to answer "yes" to the following question: *Did you transfer from another high school to attend Grace Prep Academy-Arlington for all or any portion of the 2023/2024 school year? (Does not include going from 8th to 9th grade).* This will add the "Student Transfer Form" into your list of required forms. Rising 9th graders should answer "no" to the question.
- ◆ **TAPPS Signature Page**

Athletes and Cheerleaders also must turn in:

- ◆ **Physical** (if participating in athletics, cheer or drumline) - Turn this in to the Athletics Office (either emailed or hard copy) so it can be uploaded into your file. Physicals are valid for one year from the date given.

High School Transfers (those beginning at GPA **after** the first day of 9th grade) only:

- ◆ **Student Transfer Form (STF)** - Complete the hard copy and return it to the Athletics Office or via email to Mrs. Chambers.
- ◆ **Previous Athletic Participation Form (PAPF)** - This form will NOT show up on the list, but *if your student ever practiced or participated in extracurricular athletic activities at their previous school (including before school, after school, during an athletic period, and/or during the summer)*, you will be required to submit the PAPF to the Athletics Office for submission to TAPPS.

What if I already have a RankOne.com account? Can I use the same login?

If you already have a Rank One account (either from older students or from a previous school), you can use the same login. Be sure to use the Grace Prep link to login, though. <https://graceprepacademy.rankone.com/>

I did these last year. Do I have to do them again?

Yes, Rank One e-forms are required to be completed prior to each school year.

More questions? Contact Ms. Ryan Chambers in the Athletics Office (rchambers@graceprep.org).