

Non-GHSA Instructors – Instructions

You will receive an approval request email any time an FCS student completes a request to waive their Personal Fitness course based on their participation in a non-GHSA activity. These emails should come from “Fulton Schools <nintex@workflowcloud.com>.” **Please ensure this address is in your email platform’s safe sender list (will vary based on your email system).** Click “Link to Approval Form” to access the student’s request form. The requirements for the waiver are at the top of the form. If you believe the student has met these requirements, click “yes.” If not, click “no.” If you’ve selected “yes,” documentation that provides evidence of the following is **required**:

- Start date and end date (if student is no longer participating in the activity)
- Practice schedule
- Physical activity

Documents can either be dragged onto the form or can be uploaded using the “Select Files” button. Once you’ve completed the form, click “Submit Instructor Approval” (Figure 3 below).

Fulton County Schools
Where Students Come First

Personal Fitness Waiver
Approval Request for Non-GHSA Sport

Instructions for Non-GHSA Coach/Instructor

Select “Yes” or “No” to the requirements question below based on the information the applicant has provided. Reminder, Non-GHSA sports must have a clear start and end date, defined practice schedule, involve physical activity, and include a record of participation to be eligible for students to waive their Personal Fitness course. Program sponsors must provide documentation ensuring that a student has completed the above requirements in good standing. Use the attachments section below to upload supporting documents if you believe a student has met the requirements of the waiver. In addition, please provide comments to the applicant if you choose to deny the waiver request. Click the Submit Instructor Approval button when complete.

Request Information		
Student	School	Sport
	Riverwood Internat’l Charter HS	Basket Weaving
Organization	Instructor Name	Instructor Email
Weavers LLC	John Doe	@gmail.com

Instructor Approval Section

Does the student’s participation meet the above requirements? *

Yes No

Comments (if applicable)

REQUIRED! Attach supporting documents below *

Drag files here or

Figure 3 – Non-GHSA Instructor approval form