



SCHSL



FOREIGN EXCHANGE FORM

Instructions

School Athletic Directors and Principals can now fill out a digital version of the SCHSL Foreign Exchange Form within BigTeams (PlanetHS). School administrators will see the following button on their school's home page:

Foreign Exchange Forms

How to complete the Foreign Exchange Form (as an Athletic Director):

1. Click the Foreign Exchange Forms button on your school's home page
2. Type in and select the student's name in the Search For Student Athlete search bar
3. Click on the blue hyperlink: Foreign Exchange Form
4. Fill out all requirements
5. Click Approve & Finalize
6. Form will go to Pending Principal Approval

How to approve the Foreign Exchange Form (as a Principal):

1. Click the Foreign Exchange Forms button on your school's home page
2. Click on form for student with status: Pending Principal Approval
3. Review information
4. Click Approve & Finalize at bottom of form, or click Decline if information needs to be adjusted.