



ACADEMIC PENTATHLON

School Registration Checklist

Please review this checklist to ensure you have completed all required registration components by the deadlines indicated.

Registration Materials – Deadline is February 14, 2025

Online Form:

- Team Roster**

Paperwork: Do not staple. Submit paperwork in the order Pentathletes are listed on the Team Roster via one of the options listed below.

- Signed Parent/Guardian Consent Form** (required for each Pentathlete)
- Official Transcript** (required for each Pentathlete)
 - Must be signed or stamped by a school counselor
 - For Scholastic and Varsity only, must show handwritten GPA calculation on transcript or attach completed GPA Calculation Worksheet
- Academic Integrity Policy Form** (coach and all Pentathletes are required to sign the form)
- Signed Proctor Affidavit Form** (required for all test proctors)
- Competition Day General Rules Form** (one form per school)
 - Must be signed by the coach and principal

Choose one of three options to submit above registration paperwork:

1. By U.S. mail: Orange County Department of Education, ATTN: Kristin Rigby – Redhill, 200 Kalmus Drive, Costa Mesa, CA 92626
2. By inter-district mail: OCDE #94 - ATTN: Kristin Rigby, Redhill
3. In person: Schedule an appointment to drop off registration materials at the Orange County Department of Education Redhill Building at 2910 Redhill Avenue, Costa Mesa. Email pentathlon@ocde.us to schedule.

- Fee Form** – Must submit completed form with purchase order (or check) by the Change Deadline on **March 13, 2025**. Staff will invoice schools after the Drop Deadline on March 25, 2025.

Coaches are encouraged to keep copies of all registration paperwork.
For questions or more information, contact Selene Velazquez, Academic Events
(714) 966-4471 | pentathlon@ocde.us | www.ocde.us/pentathlon