

Enrollment and Registration

Welcome to the Urbana City School District! If you are enrolling a new student to the District, you will find all of the information that you need on this page.

All forms will need to be filled out online through FinalForms. You will also need to call to schedule a registration appointment with the Registrar, 937-653-1402 Option 6. This appointment **MUST** be done in person and a picture ID will be required. Appointments are scheduled to expedite the process and prevent parents/guardians from having extended wait times.

Appointments take place at:

Urbana City Schools

711 Wood Street

Urbana, Ohio 43078

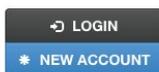
More information about the documents needed during your in-person appointment can be found within FinalForms after you create your account.

How Do I Register My Child?

1. Navigate to <https://urbana-oh.finalforms.com/>
2. Choose the blue **NEW ACCOUNT** button under the Parent Icon



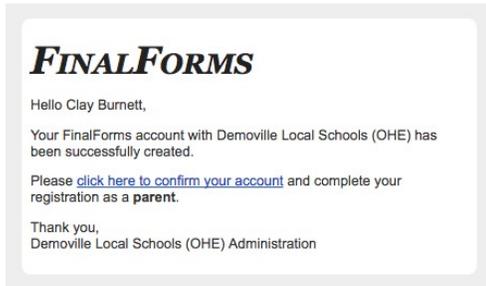
Parent



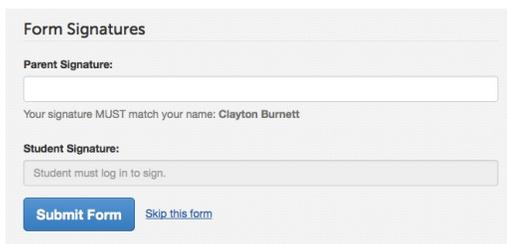
3. Type YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still cannot locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from FinalForms. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



5. Create your new FinalForms password. Next, click **CONFIRM YOUR ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.
7. Locate and click the **ADD STUDENT** button located in the upper right.
8. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
9. If your student plans to participate in a sport, activity, or club, then click the checkbox for each. Then, click **UPDATE** after making your selections.
10. Complete each form and sign your full name (i.e. 'Clayton Burnett') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form. As you begin finishing forms, they will turn from red to green to show you have completed everything with that page.

A screenshot of the "Form Signatures" section in FinalForms. It contains two signature fields. The first is labeled "Parent Signature:" and has a text input field below it. Below the input field, it says "Your signature MUST match your name: Clayton Burnett". The second is labeled "Student Signature:" and has a text input field below it. Below the input field, it says "Student must log in to sign.". At the bottom, there is a blue "Submit Form" button and a link that says "Skip this form".

11. When all forms are complete, you will see a "Forms Finished" message.

How do I register additional students?

Click **MY STUDENTS**. Then repeat steps 7-11 for each additional student.

How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any students.

How will FinalForms communicate with me?

FinalForms will communicate with parents through email notifications. Please be sure to provide a working email address.

What if I do not have access to a computer or mobile device?

Please contact the Registrar at 937-653-1402 Option 6