



Online registration for school, sports, and more.

FinalForms PARENT registration

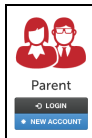
First, you must have access to an email address. If you do not, please skip to the 3rd page, titled: "I don't have an email address".

How do I sign up?

1. Go to: <https://northeastspringfield-oh.finalforms.com>

*NOTE: If you already have an account, please skip to **number 3 on the next page!***

2. Click **NEW ACCOUNT** under the parent icon.





3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.
Why is date of birth required? To help schools verify your identity.

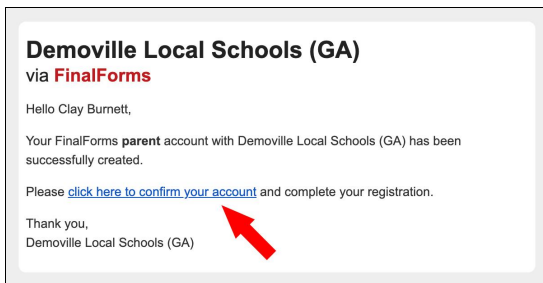


NOTE: FinalForms will send an ACCOUNT CONFIRMATION email within 2 minutes. If you do not receive an email, then check your spam folder. If you still can not find the FinalForms email, please email support@finalforms.com so the support team can help.

4. Check your email for an **ACCOUNT CONFIRMATION** email from mailman@finalforms.com

5. Open the email, click the **CONFIRM YOUR ACCOUNT** link in the email text.

Clicking this link will take you to FinalForms in your browser ( Chrome,  Safari, etc.).



6. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
Clicking this button will confirm your account and you will be logged in.



*Please skip to **number 3 on the next page!***



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FinalForms **STUDENT** registration

What information will I need?

Basic medical and health history as well as preferred hospital, doctor, dentist, medical specialist, and insurance information.

How do I register my first student?

*IMPORTANT: If you followed the steps on the previous page, skip to **number 3**.*

1. Go to: <https://northeastspringfield-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon, then login.



3. Locate and click the **ADD STUDENT** button.
4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
5. **If your student plans to participate in a sport, activity, or club** then click the checkbox for each. After making your selections, click **UPDATE**. Selections may be changed until the registration deadline.
6. Next, complete each form and sign your full name (*i.e.* 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** to go to the next form.

Required Form Signatures

Parent/Guardian Signature:
Your signature must match your name: Mark Anthony

Student Signature:
Student must log in to sign

Note: Lynwood will be emailed instructions on how to login and sign, only after you have signed all forms.

Submit Form [Skip for now](#)

7. When all forms are complete, you will see a **FORMS FINISHED** message.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student. This email includes instructions and a link to help your student sign forms.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat numbers 3 through number 7 for each additional student.

How do I update information?

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