



## District Athletics and Activities

301 NE Tudor Road, Lee's Summit, MO 64086 - (816) 986-1037

**Ron Alexander - District Athletic and Activities Director**

Wednesday, March 15, 2023

LSR7 Current 5th-11th Grade Parents -

**Re: For student registration in any MSHSAA sport or activity offered at the middle school or high school levels.**

We are very excited to announce that LSR7 Athletic and Activities has partnered with FinalForms, an online forms and data management service, at the secondary level. FinalForms will replace Privity beginning with the 2023-24 school year. The FinalForms platform will serve multiple functions for our school staff including the following:

- MSHSAA athletic and activity registration - Parents and students will complete and sign all required MSHSAA and LSR7 athletic and activity participation forms for their student(s) online with many benefits for all users (parents, students, and school staff). Program specific forms can be collected for coaches and sponsors (i.e. if a program requires a signature for a program handbook, rules video, PPT, etc.).
- Ability for coaches and sponsors to send emails to their team, parents, or both at the click of a button.
- A live Emergency Card system that allows coaches and staff access the emergency card for each participant on a mobile device with live links to their emergency contact #'s and 911.
- The platform also includes attendance tracking, participation (and award) history, reminders for participants that are missing forms or with forms about to expire, inventory tracking, and fee tracking.

A great feature for parents is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice, nor will you have to re-enter the information as your student transitions from middle school to high school. Below is a list of the rationale for the move to FinalForms:

- FinalForms will improve the registration process for parents and students. As is mentioned in the information above, parents now will only have to create an account once. As students enter the middle school level (or first time they enter the district as a secondary student), parents and students will complete the FinalForms process which will trigger their account to follow them throughout their secondary years.

- Improved communication with students and parents - Once a student is registered, parents will receive notifications when physicals are about to expire and when action is required on their part (i.e. completing forms when starting a new school year). In addition, coaches and sponsors can use the FinalForms platform to communicate with team members and parents throughout the school year.
- In the past, we have had issues with the speed of Privit at the start of seasons when user volume is high. FinalForms has a robust platform that is not affected by the volume of users. This will greatly help our office staff speed up the checkout process at your school, especially at the start of the school year.
- The platform is easy to access on your computer or smartphone. Parents may review their data at any time to verify it is current. Parents and students will be required to sign their forms once per year prior to the season(s) of participation.
- FinalForms offers a support center for parents to assist with any issues during the registration process that can be accessed through email at [support@finalforms.com](mailto:support@finalforms.com).

***We do acknowledge that the initial transition to FinalForms from Privit; however we believe that once we have switched over parents will find FinalForms to be a good choice for our registration platform.***

***What do you need to do at this time?*** All of current LSR7 5th-11th grade parents need to create their FinalForms account to begin our transition over to FinalForms. ***It is vital that you do this right away before we lose access to Privit on May 1st.*** You will need to complete the following steps in order to be fully registered to participate in the upcoming tryout process:

1. A parent or legal guardian must begin the process by creating a parent account at: <https://leessummit-mo.finalforms.com/>
2. The FinalForms platform will take you through completing all of the required forms, ask you to submit proof of insurance (this is required by LSR7 to participate), and upload a current athletic physical for review.
3. In the event that a parent does not have insurance that covers their student(s), the parent must secure coverage prior to participating in any practice or tryout process. One option available to LSR7 families can be found on our website at: [https://www.hsri.com/k12\\_enrollment/Main/default.asp](https://www.hsri.com/k12_enrollment/Main/default.asp).
4. The review process for athletic physicals (required for all MSHSAA sports, cheerleading, dance, and marching band) includes verification of proper signatures, dates, and review of any restrictions noted by the physician. ***\*PARENTS MUST UPLOAD ALL OF THE PAGES OF THE MSHSAA PHYSICAL EXAM PACKET\****
5. The two ways that parents can upload their physicals into FinalForms are described below.
  - a. **If parents have a hard copy of their student's physical**, they can simply upload the physical directly into FinalForms when they are setting up their account.
  - b. If parents do not have a hard copy of their student's physical that is in Privit, they simply follow the steps below:
    - i. Log into their Privit account
    - ii. Once on the home screen, scroll down to the bottom of the page
    - iii. Click on Manage documents
    - iv. Make sure they are viewing their Active documents (not Archived documents)
    - v. Click on the physical exam to download
    - vi. Log into or create their FinalForms account, upload the physical

6. As the parent proceeds through the checkout process, they add their student(s) to their account which triggers an email that is sent to their student's LSR7 email account. ***It is important that the parent enters the correct email address for their student's LSR7 email account.***
7. The student must then complete all of the required forms.
8. Parents will receive an email confirmation that they have successfully completed the online checkout process. This does not indicate final clearance. Final clearance is only reached when the physical exam is approved and proof of insurance is accepted by the Activities Office personnel at your school.
9. Parents can confirm that their student(s) have been fully cleared by logging back into their account to see if all icons next to their student are GREEN. If any icons are RED, the student is not cleared.
10. A parent help guide is included in this documentation.
11. FinalForms offers a support center for parents to assist with any issues during the registration process that can be accessed through email at [support@finalforms.com](mailto:support@finalforms.com).

Thank you for your assistance in streamlining our paperwork processes at LSR7. You may direct any questions to the Activity Office at your school or the District Athletic and Activities office.

Ron Alexander  
District Athletic and Activities Director