

FINAL FORMS

SPENCERVILLE LOCAL SCHOOLS

2500 Wisher Drive * Spencerville, OH 45887

Elementary (K-4): (419) 647-4113

Middle School (5-8): (419) 647-4112

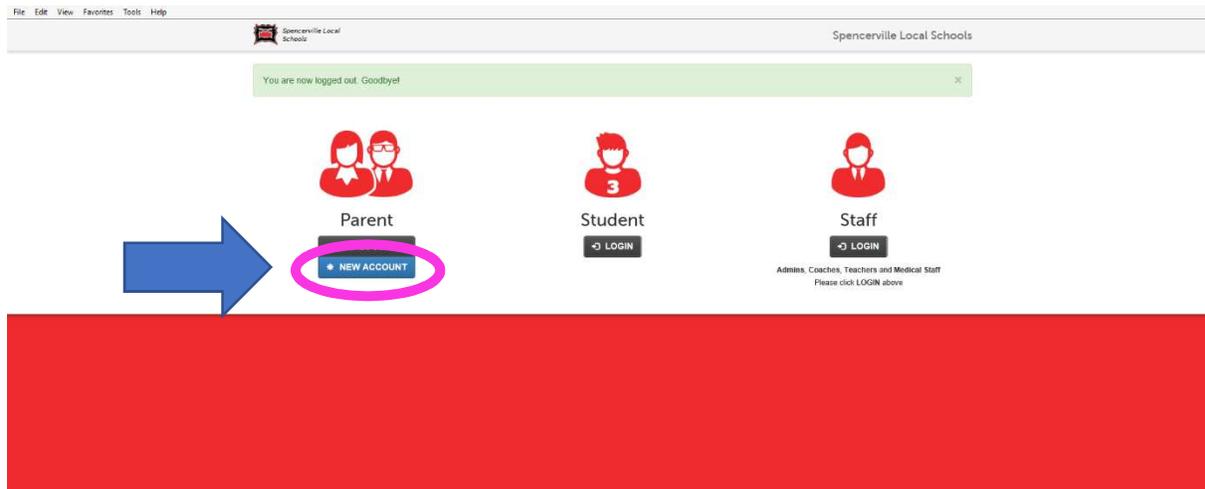
High School (9-12): (419) 647-4111

Back-To-School Registration 19/20

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

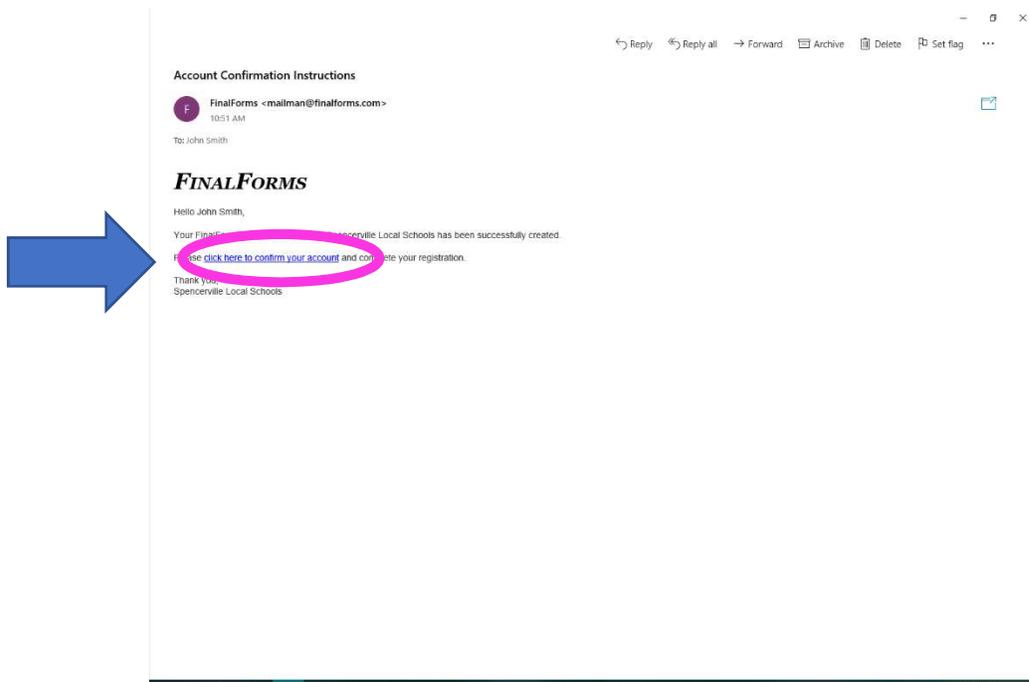
Or visit www.SpencervilleBearcats.com and click on the Final Forms link.

1.) Your login page will look like this, click on "NEW ACCOUNT":

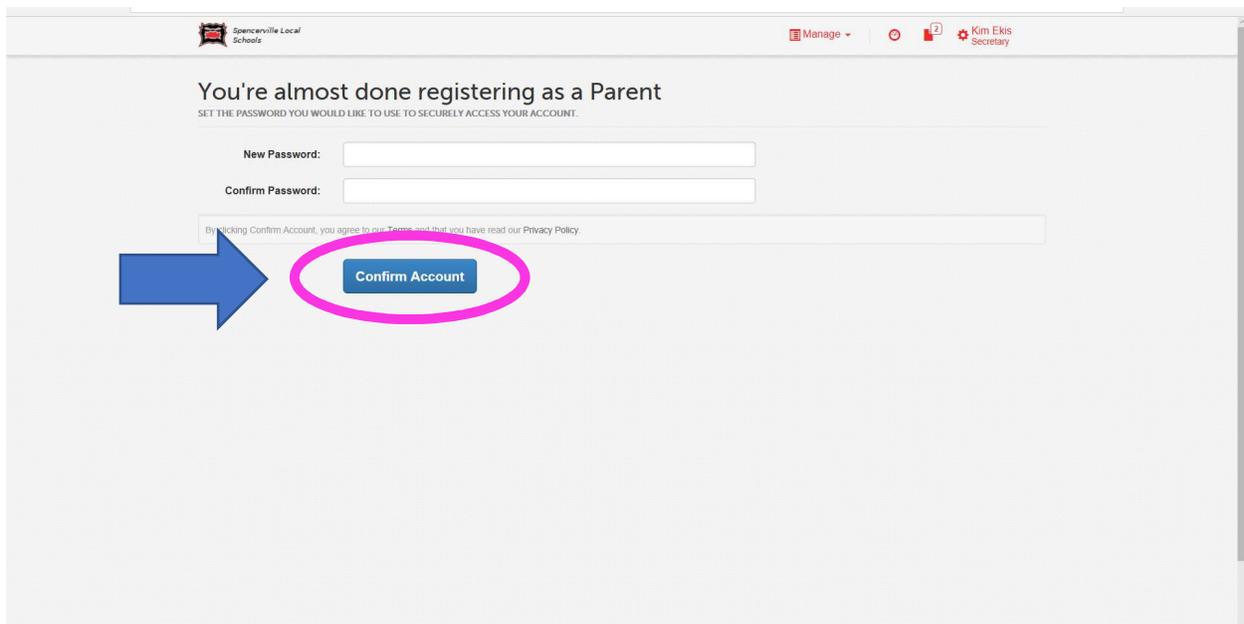


2.) Complete the Parent/Guardian Registration page (you must have a valid email) and click "Register":

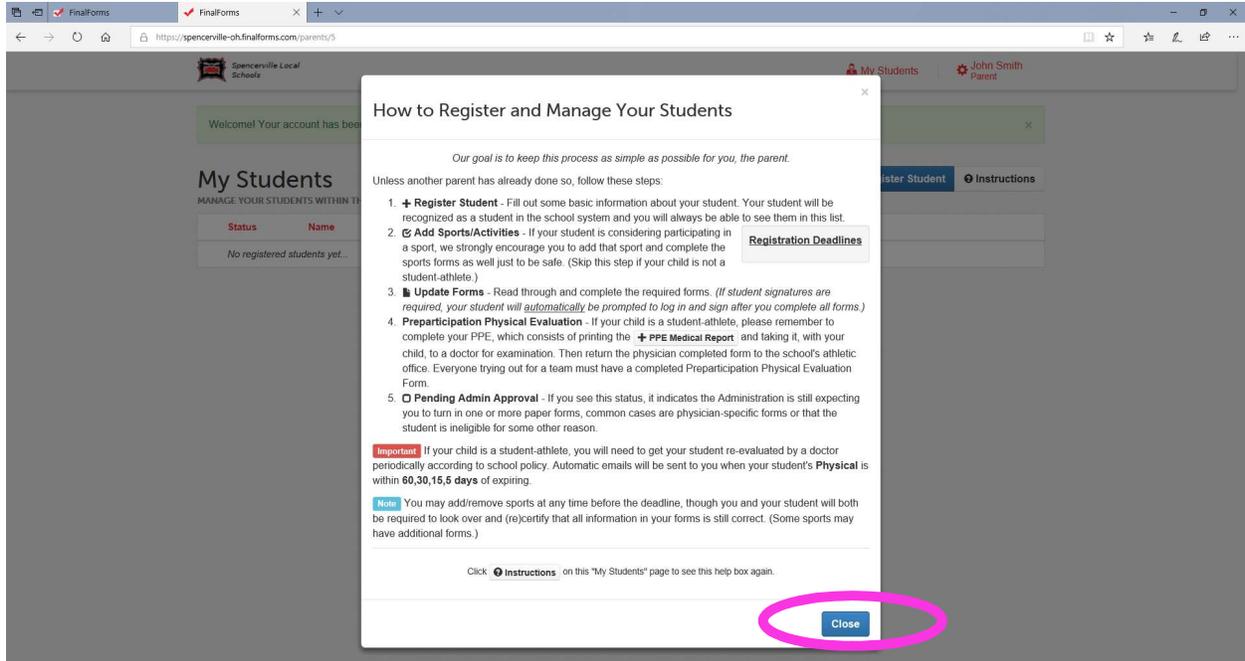
3.) Check your email for your Account Confirmation Instructions (usually within five minutes) and click on “[click here to confirm your account](#)”:



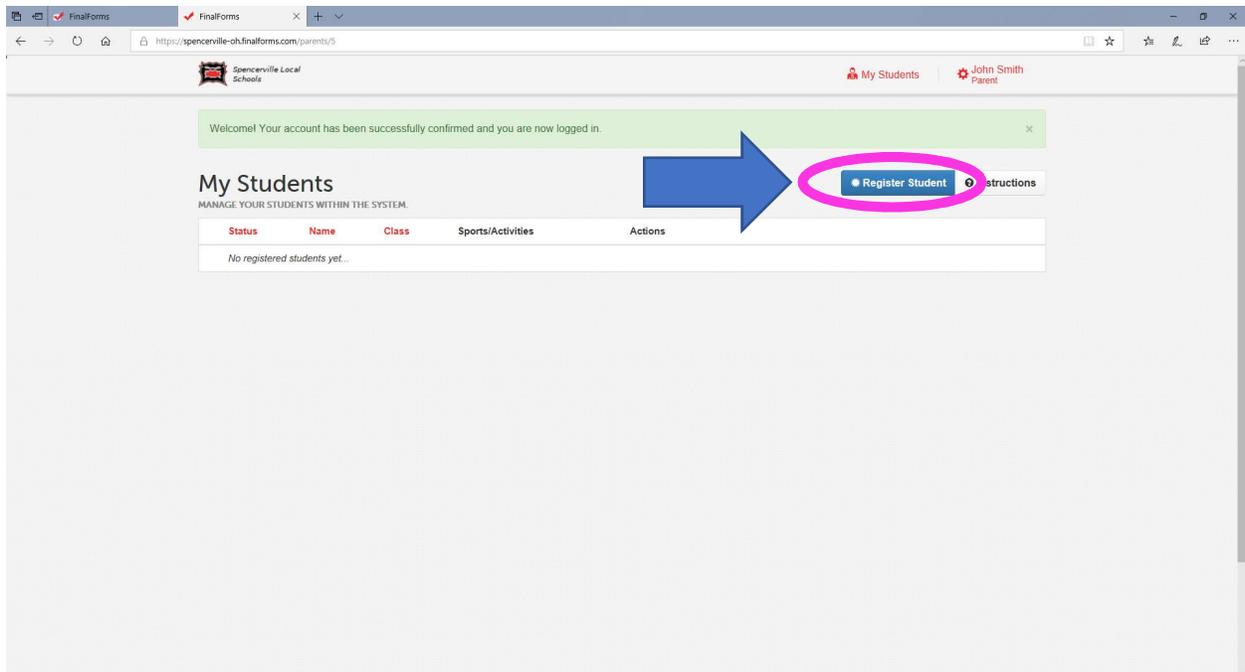
4.) You will then be prompted to create and confirm a new password:



5.) A pop-up screen will be next with detailed instructions on How to Register and Manage Your Students.



6.) Click on “Register Student” or “Instructions” (if you would like further information):



6.) Complete the information requested to Register a New Student, please select the appropriate grade level for your student. (Please note a student email is not required for enrollment of elementary students. The email you **must use** for existing students in grades 5-12 is their school email:

Grad Year + Student ID @ms.svbearcats.org

Example: 256734@ms.svbearcats.org

Register a New Student

IMPORTANT! STUDENT WILL ONLY BE PROMPTED TO LOGIN ONCE THEIR FORMS HAVE BEEN COMPLETED BY A PARENT.

Legal Name: First... Middle... Last...
MUST match the name on the child's Birth Certificate.

Preferred Name: Preferred First Name... (Only if different from First Name above.)

Student Email: Ex: student@example.com...
Note: Each student must have a unique email address.
Note: The following schools do not require email addresses:
- Spencerville Elementary School

Student ID: Enter ID...

Date of Birth: Month... Day... Year...

Demographics: Gender... Grade for 2019-20
7th Grade - (Class of 2020)
8th Grade - (Class of 2021)
9th Grade - (Class of 2022)
10th Grade - (Class of 2023)
11th Grade - (Class of 2024)
12th Grade - (Class of 2025)
6th Grade - (Class of 2026)
5th Grade - (Class of 2027)
4th Grade - (Class of 2028)
3rd Grade - (Class of 2029)
2nd Grade - (Class of 2030)
1st Grade - (Class of 2031)
Kindergarten - (Class of 2032)

Home Address: Street Address... City...
City...

Parent/Guardian Accounts
Parents: Add parents...

Special Circumstances

7.) Under "Special Circumstances" please select "No, Currently Attending". Click on "Create Student":

Date of Birth: April 9 2013

Demographics: Female Kindergarten - (Class of 2032)
Grade for 2019-20 school year.

Home Address: 2500 Wisher Drive Unit #...
Spencerville OH 45887

Special Circumstances

New Enrollment? Yes, new enrollment No, currently attending
Is this student newly enrolling or currently attending Spencerville Local Schools?

Transfer Student? Check this box if student is transferring into Spencerville Local Schools from another school or school system.

Homeschooled / External Student Check this box if student DOES participate in sports/activities but DOES NOT attend a Spencerville Local School District school.

I, **John Smith**, the parent/guardian, do hereby state and declare under penalty of falsification that I am the parent or legal guardian of the above named student and that this registration information is true and correct. Falsification under Ohio Revised Code section 2921.13 is a misdemeanor of the first degree punishable by a maximum of six (6) months imprisonment or a fine of \$1,000 or both.

Create Student Cancel

8.) At this time you will see the information that will be required to register your student. All links on the left that are **red are incomplete**. As you work your way through the forms and supply all required information they will turn **yellow if they require the student to log in and sign off** and then **green to show they are complete**.

The screenshot shows a web browser window with the URL https://spencerville-oh.finalforms.com/student_form_statuses/11756. The page title is 'FinalForms'. On the left, there is a 'Forms' menu with a list of items: Contact Information, Health History & Medical Profile, Medications, Injuries & Hospitalizations, Past & Ongoing Health Conditions, Emergency Medical Authorization, Transportation Information, Photo Release, Internet Usage Refusal, Free and Reduced Lunch, and School Calendar. The 'Contact Information' item is highlighted in red. A large blue arrow points to this list. The main content area is titled 'Contact Information' and contains the following text: 'This form, as well as every form in the formset to the left, must be completed and signed BEFORE THE FIRST DAY OF SCHOOL. This contact information is important for your child's safety and getting in touch with parent/guardian(s) in the case of an emergency.' Below this is a 'Basic Information' section with the following fields: 'Student's Home Address' (Street Address: Spencerville, Unit #: 45887), 'Mailing Address' (PO Box / Street Address: Spencerville, Unit #: 45887), 'Student's Home Address County' (Start typing county name...), and 'Student's Cell Phone' (000-000-0000). The 'Student's Home Address' and 'Mailing Address' fields are partially filled with 'Spencerville' and 'OH'. The 'Student's Cell Phone' field is empty. The page also includes a 'Print this form' button and a 'Last Edited: Today' timestamp.

9.) Upon completion of entering all the forms you will be taken to the “My Students” screen. If necessary you can continue to add the remainder of your students.

**BACK TO SCHOOL REGISTRATION WILL OPEN ON AUGUST 1.
ALL FORMS MUST BE COMPLETED PRIOR TO SCHEDULE AND
PLANNER PICK-UP FOR STUDENTS IN GRADES 5 THROUGH 12.**

**IF YOU DO NOT HAVE ACCESS TO A COMPUTER, PLEASE
CONTACT THE OFFICE TO SCHEDULE A TIME TO COME IN AND
USE A REGISTRATION STATION IN THE SCHOOL OFFICE.**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

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