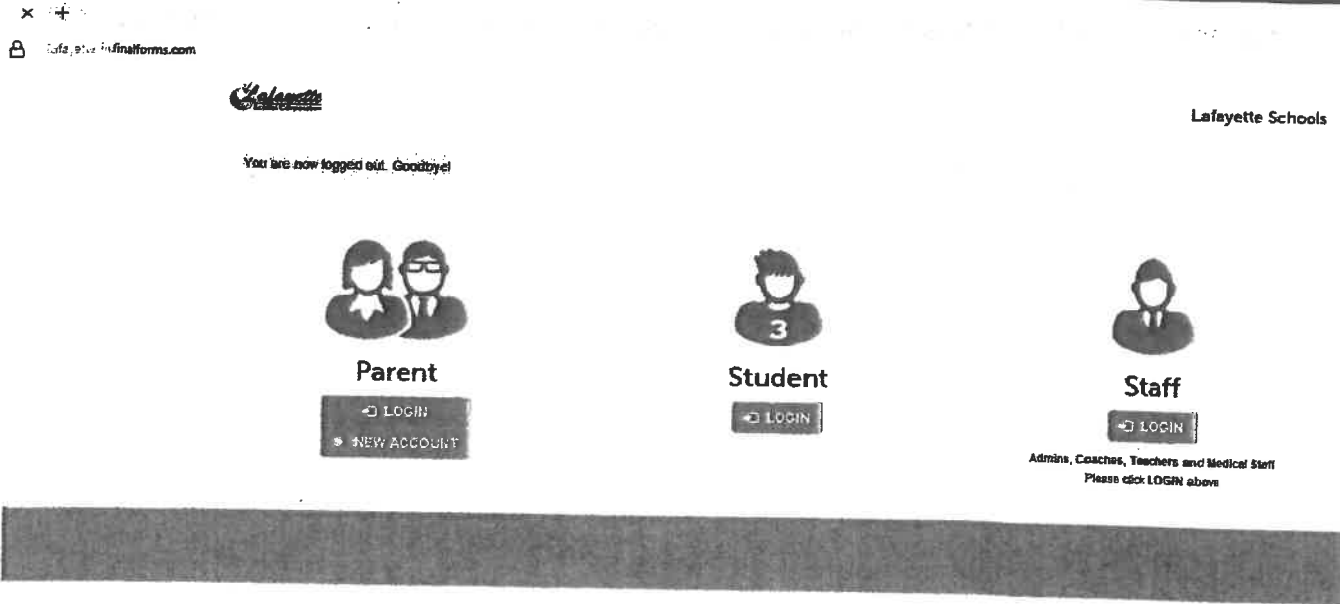
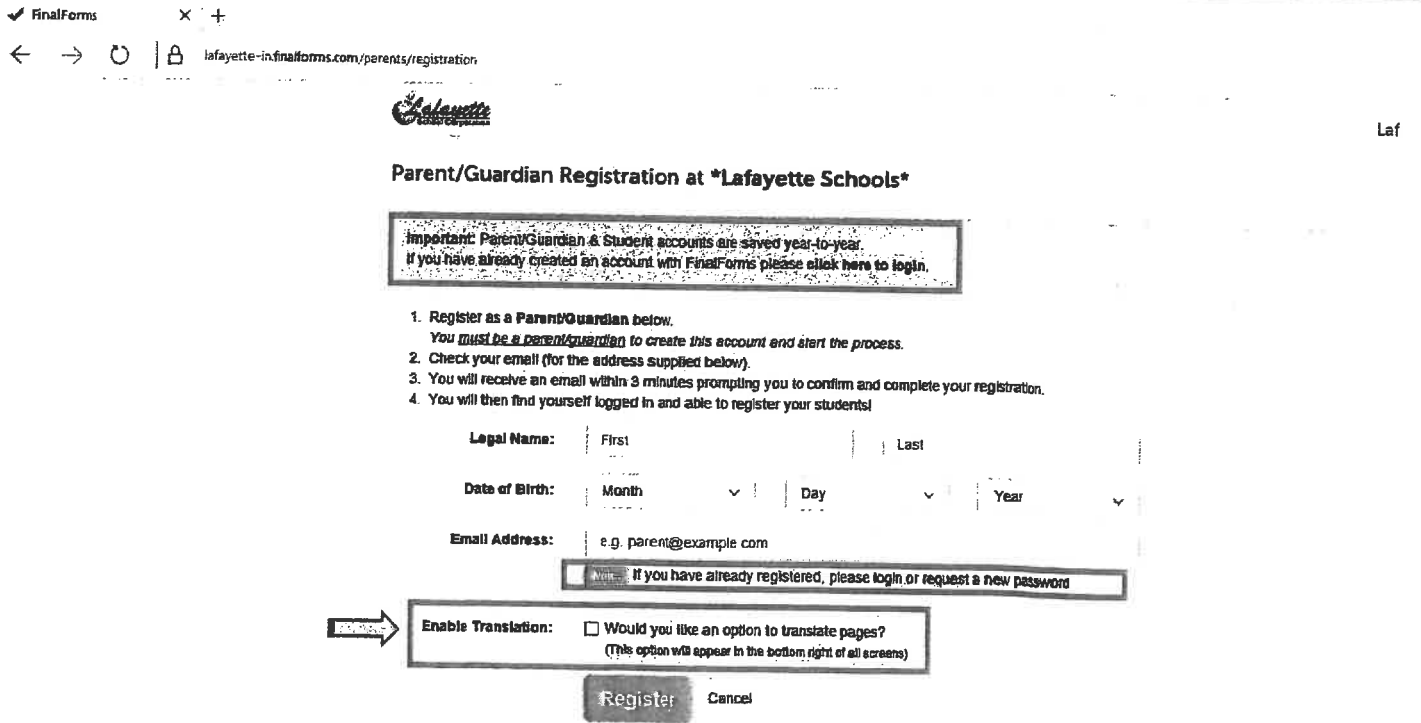


FOLLOWING THESE 5 EASY STEP-BY-STEP INSTRUCTIONS WILL MAKE THE REGISTRATION PROCESS ON FINAL FORMS A BREEZE!

STEP 1 - You can get to **Final Forms** by typing in lafayette-in.finalforms.com in your web browser. If you already have an account, click on **LOGIN**. Otherwise a Parent/Guardian will click on **NEW ACCOUNT** to start the registration process.



STEP 2 - You can create a **NEW ACCOUNT** on this page or **LOGIN** to an existing account. If you have **FORGOTTEN YOUR PASSWORD** you can **REQUEST A NEW PASSWORD** by clicking on the **request a new password** link. You will have the option on **THIS PAGE** to **ENABLE TRANSLATION!** Check this option if you would like to change the language of the forms for easier reading and understanding.



FOLLOWING THESE 5 EASY STEP-BY-STEP INSTRUCTIONS WILL MAKE THE REGISTRATION PROCESS ON FINAL FORMS A BREEZE!

STEP 3 - You will receive an email asking you to [CLICK HERE TO CONFIRM YOUR ACCOUNT](#). You will then be redirected back to FINAL FORMS where you will create and confirm a password.

Account Confirmation Instructions

FinalForms <mailman@finalforms.com>

To Jane Smith

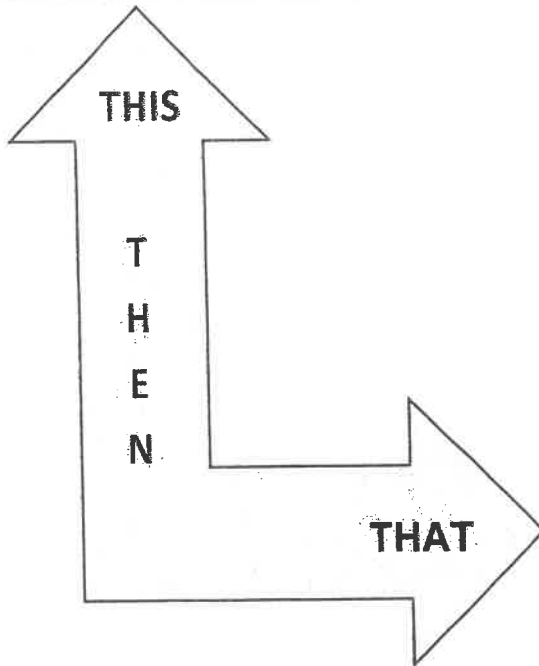
This message contains blocked images. [Show Images](#)

FINALFORMS

Hello Jane Smith,
Your FinalForms parent account with Lafayette Schools has been successfully created.
Please [click here to confirm your account](#) and complete your registration.
Thank you,
Lafayette Schools Athletics

← Reply ← Reply to All → Forward *** More

Mail 9:17 AM
lafayette-in.finalforms.com



You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.

New Password:

Confirm Password:

By clicking Confirm Account, you agree to our [Terms](#) and that you have read our [Privacy Policy](#).

Confirming Account

FOLLOWING THESE 5 EASY STEP-BY-STEP INSTRUCTIONS WILL MAKE THE REGISTRATION PROCESS ON FINAL FORMS A BREEZE!

STEP 4 - DO NOT SKIP READING THIS PAGE! It contains the in FINAL FORMS. ****ALL THE FORMS YOU NEED CAN BE PRINTED OUT FROM FINAL FORMS.****
READ LINE 5 ON HOW TO GET ALL YOUR FORMS

How to Register and Manage Your Students

Our goal is to keep this process as simple as possible for you, the parent.

Unless another parent has already done so, follow these steps:

1. **➕ Register Student** - Fill out some basic information about your student. Your student will be recognized as a student in the school system and you will always be able to see them in this list.
2. **⊕ Add Sports/Activities** - If your student is considering participating in a sport, we strongly encourage you to add that sport and complete the sports forms as well just to be safe. (Skip this step if your child is not a student-athlete.) **Registration Deadline:**
3. **📄 Update Forms** - Read through and complete the required forms. (If student signatures are required, your student will **automatically** be prompted to log in and sign after you complete all forms.)
4. **💰 Pay Fees** - Pay any registration/participation fees.
5. **🏥 Preparticipation Physical Evaluation** - If your child is a student-athlete, please remember to complete your PPE, which consists of printing the **➕ PPE Medical Report** and taking it, with your child, to a doctor for examination. Then return the physician completed form to the school's athletic office. Everyone trying out for a team must have a completed Preparticipation Physical Evaluation Form.
6. **⏸ Pending Admin Approval** - If you see this status, it indicates the Administration is still expecting you to turn in one or more paper forms, common cases are physician-specific forms or that the student is ineligible for some other reason.

Important: If your child is a student-athlete, you will need to get your student re-evaluated by a doctor every year. Automatic emails will be sent to you when your students Physical is within 60,30,15 days of expiring.

Note: You may add/remove sports at any time before the deadline, though you and your student will both be required to look over and (re)certify that all information in your forms is still correct. (Some sports may have additional forms.)

Click Instructions on this "My Students" page to see this help box again.

Close

STEP 5 - On the next screen you will be able will see a blue REGISTER STUDENT button. You would normally click on this to register your student athlete for the current school year's sports season. Remember to choose the sport(s) you think they will be interested in playing as each sport has a deadline for registration and then it will close.

ADDITIONAL STEP IN THE SPRING - In the spring, you are able to Pre-Register your student for the next school year. You will need to **CLICK TO SWITCH TO THE '2018-2019 REGISTRATION** button to complete that process. **'YEARS WILL CHANGE IN THE FUTURE'** Signatures and Sports do not automatically switch year to year. Only your contact and medical information transfer from year to year. You will need to review it, make any necessary changes (if any), and **sign/submit on each page.**

My Students
Jane Smith Parent

Welcome Jane Smith! You are now logged in

Look for this information box at the end of the school year when you are signing your student

CLICK TO SWITCH TO 2018-19 REGISTRATION

and for more information on 2018-19

My Students

(MANAGE YOUR STUDENTS WITHIN THE SYSTEM)

Status	Name	Class	Sports	Actions
No registered students yet				

Register Student
Instructions

FOLLOWING THESE 5 EASY STEP-BY-STEP INSTRUCTIONS WILL MAKE THE REGISTRATION PROCESS ON FINAL FORMS A BREEZE!

Read and Follow the directions to complete the process. Be sure YOU and YOUR STUDENT SIGN ALL DOCUMENTS where indicated. There will be 2 places where you both will sign. Take the PHYSICAL EXAMINATION FORM with you to the doctors office during the examination for the doctor to fill out.