

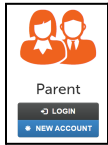
How to begin registration via FinalForms

Create Parent Account

1. Go to: boardman-oh.finalforms.com

NOTE: If you already have an account, please skip to step 6!

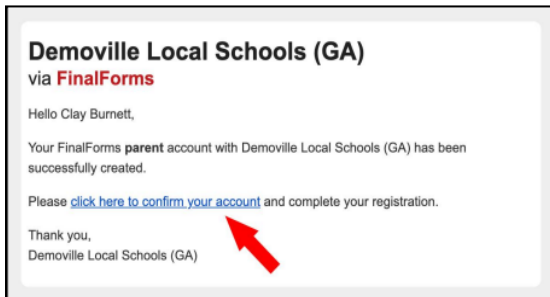
2. Locate the parent icon and click **NEW ACCOUNT**; follow the steps to create your account.



3. Type your **YOUR NAME, DATE OF BIRTH, and EMAIL**. 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; check your spam folder. If you still cannot locate the FinalForms email, please email support@finalforms.com informing our team of the issue.

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



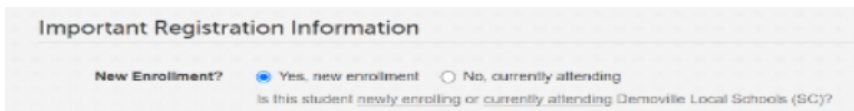
5. Create your new FinalForms password and click **CONFIRM ACCOUNT**.



6. Locate and click the **ADD STUDENT** button.

7. Type in the student's **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.

8. Select "Yes, new enrollment"



9. Complete each form in its **entirety** and sign your full name (i.e. 'Jonathan Smith') in the parent signature field at the bottom of each page.

10. After signing, click **SUBMIT FORM** and move on to the next form.

11. When all forms are complete, you will see a '**FORMS FINISHED**' message. If any forms are still **RED**, you are **not** finished. All forms **must** be in **GREEN** in order to enroll your child.

Once all forms have been filled out completely, please call the enrollment office at 330-259-7189 to schedule an appointment.

The following documents are required to complete the enrollment:

- Original or certified copy of child's birth certificate
- 2 proofs of residency in the parent's name dated within the last 30 days (see list below for acceptable documents)
- Drivers license
- Immunization records
- Custody paperwork, if applicable

All documents listed above with the exception of the birth certificate may be uploaded to FinalForms prior to the appointment.

The custodial parent/guardian **MUST** be a resident of the Boardman Local School District.

Proofs of Residency

Utility Bills

Cell Phone Bill

Cable Bill

Pay Stub/W-2 Form

Car Insurance Car Registration

Credit Card Statement

Lease/Rental Agreement (need the entire leases)

Mortgage Statement

USPS mailing forward confirmation letter

Government Mailing (child support or government assistance)

- Must be dated within the last 30 days
- With parent/guardian's name and current address
- No Junk Mail