



FinalForms

Parent registration

How do I sign up?

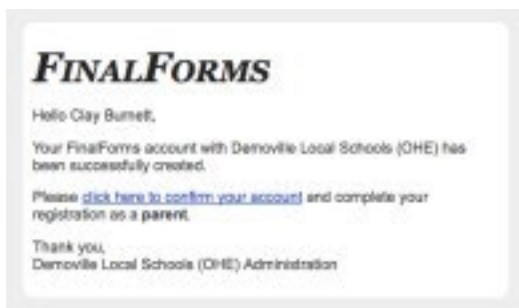
1. Go to: <https://northridgejohnstown-oh.finalforms.com/>
2. Locate the parent icon and click **NEW ACCOUNT** below.



3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, 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, then check your spam folder. If you still can not locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

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



5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.



FinalForms

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor,

dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

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

2. Click **LOGIN** under the Parent Icon.



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. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.

6. 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** and move on to the next form.

A screenshot of a web form titled "Form Signatures". It contains two main sections: "Parent Signature" and "Student Signature". Each section has a text input field. Below the "Parent Signature" field, there is a note: "Your signature MUST match your name: Clayton Bismell". Below the "Student Signature" field, there is a note: "Student must sign in to sign". At the bottom of the form, there are two buttons: a blue "Submit Form" button and a smaller, lighter blue "Skip this form" button.

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 that will prompt your student to sign required forms.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 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.

Required Documents

- **Child's Birth Certificate or Passport** - An original (or certified copy) of student's Birth Certificate.
- **Parent/Guardian Driver's License or State Issued ID Card**
- **Proof of Residency** - (Please provide one of the following)
 - Mortgage agreement/closing documentation
 - Rental/lease agreement, including property owner signature and date of agreement
 - Current gas bill
 - Current electric bill
 - Current trash bill
 - Current water bill
- **Affidavit of Residency** If you are unable to provide proof of residency because you are residing with someone else in the district, we will need you to complete an Affidavit of Residency. This form can be found on the website under [Forms, Handbooks and Links](#). The affidavit will need to be completed by you and notarized prior to your registration completion. Along with the affidavit, we will need a current proof of residency from the person with whom you are residing in accordance with the approved list above.
- **Student's Immunization Records**
Only legal residents of the district may enroll. Misrepresentation may result in prosecution.

Special Situations

- **Custody Decree** - (if applicable) Complete, current legal documentation must be presented at the time of registration. Notify the registrar of any future revisions. In accordance with Ohio Revised Code 3313.67.2 and the Missing Children's Act, the parent/guardian must provide a certified copy of the divorce decree and parenting plan allocating parental rights and responsibilities and/or other documents assigning custody or guardianship.
- **Guardianship** - (if applicable) Complete, current legal court documents must be presented at the time of registration. In accordance with Ohio Revised Code 3313.67.2 and the Missing Children's Act, the parent/guardian must provide a certified copy of the divorce decree and parenting plan allocating parental rights and responsibilities and/or other documents assigning custody or guardianship.
- **Special Education Paperwork** - (if applicable) The current ETR/MFE and IEP for students with disabilities, or the current Section 504 Accommodation Plan, or Gifted Identification information must be presented at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition.
- **Free and Reduced Meal Application** - (if applicable)
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Kindergarten & Preschool Only

- **Physical Examination Form**
- **Annual Dental Screening**

Transfer Student (Middle School & High School students only)

- **Grade Documentation** - Current report card/transcript or progress report