



## ALL NEW STUDENT REGISTRATIONS MUST BE DONE THROUGH FINAL FORMS ONLY.

- Go to the **Beaver Local website**: beaver.k12.oh.us
- At the top of the page (red banner area): select **QUICK LINKS → REGISTRATION AND ENROLLMENT → NEW RESIDENT STUDENT ENROLLMENT**. Fill out the parent/guardian information and **REGISTER**. You will receive an email link to Final Forms.
- Create a new account with a **user name** and **password**.
- Complete each form in the left column **ACCURATELY**.

**DO NOT** list someone as a “Parent” or “Guardian” unless that is their legal title. If not a legal parent or guardian, they must be listed under an “Emergency Contact”.

**\*\*We reserve the right to correct errors in regards to these situations, and will do so if the information is not accurately portrayed.\*\***

All required registration documents (birth certificate, social security card, etc.) must be uploaded in Final Forms. All documents required to complete registration are listed under the “**New Student Registration Process**”.

Forms to be filled out (left column) are listed below:

- New Student Registration Process
- Request for Student Records
- Contact Information
- Demographic Information
- Additional New Student Information
- Health History & Medical Profile
- Medications
- Injuries & Hospitalizations
- Past & Ongoing Health Conditions
- Emergency Medical Authorizations
- Transportation Information
- Photo Opt-Out Form
- (if applicable) Open Enrollment Application

- Each form must be “**signed**” at the bottom by typing your name in the box in order to verify completion.
- **SUBMIT** each form when completed and signed. The form will change color to green once it has been submitted properly.
- You can link more than one child to your account if there are siblings.
- **It is your responsibility to update Final Forms anytime you have any changes.**

**\*\*All forms must be completed & submitted ONLY by the parent/guardian. \*\***