

FinalForms Registration

Step ONE- Create a Parent Account*

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

2. Locate the parent icon and click **NEW ACCOUNT**



*If you currently have a child in Newark City Schools participating in sports, you can use your existing FinalForms account log in to add a new student registration

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 cannot 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.

Email Example:



5. After clicking to confirm your account, you will be taken to the registration site to create your new FinalForms password then click **CONFIRM ACCOUNT**.

6. Click **REGISTER STUDENT** to add your first child.

Step TWO- Registering a student

What information and documents will I need?

You will need our child's prior school information if they attended other school system, Basic medical history and health information of your child. Contact information for Doctor, dentist, medical specialist and Hospital preference. The following documents can be uploaded digitally in FinalForms (Be sure to name the document and that the file is a DOC, PDF, JPG, or PNG):

- **Child's Birth Certificate** or **Passport**
- **Parent/Guardian Driver's License** or **State Issued ID Card**
- **Student's Immunization Records**
- **Custody Decree** - (if applicable) Complete, current legal documentation from the courts must be presented at the time of registration. Notify registrar of any future revisions.
- **Proof of Residency** - *Only legal residents of the district may enroll. Misrepresentation may result in prosecution*
 - Home Owner - **One** of the following must be presented: Current Utility Bill, Tax Bill, Mortgage Coupon, Insurance Statement/Declaration, Signed Purchase Agreement with Occupancy Date
 - Tenant - Signed Lease Agreement with Property Owner
If a parent/guardian reside with student in home of family member or friend, a notarized verification of residence form can be submitted with a current utility bill or rental/lease agreement of that family member/friend.

1. All Forms listed on the Left side of the registration page need to be completed and signed.

2. **Schedule** a Registration Appointment with the registrar if you are unable to upload documents or need additional assistance. The appointment will be in-person unless otherwise arranged, and a picture ID will be required. Only schedule the appointment after you have filled in all forms. The link to schedule an appointment is in the first section of the New Student Registration Process.