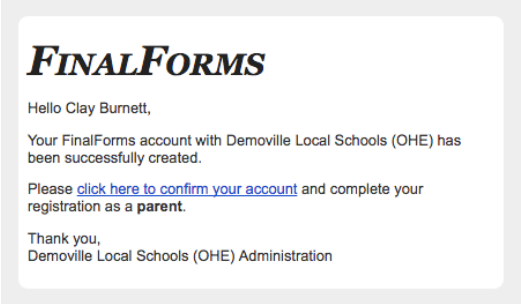
FinalForms

Parent registration

How do I get started?

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



2. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.

3. Your account will be confirmed and you will be logged in.

Please proceed to the next page!

FinalForms

Registering a student

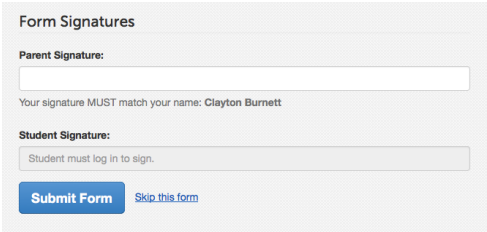
What information will I need?

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://newark-oh.finalforms.com
2. Click **LOGIN** under the Parent Icon.
   a.

3. Locate and click the **INCOMPLETE FORMS** button for the student you wish to register.
4. **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.
5. 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. 

6. When all forms are complete, you will see a 'Forms Finished' message.
   a. *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.*
7. **How do I register additional students?**
   a. **DO NOT** create an account for additional students. If a student of yours is missing, please contact your school administrator or support@finalforms.com.
8. **How do I update information?**
   a. Login at any time and click **UPDATE FORMS** to update information for any student.