McNicholas HIGH SCHOOL + FINALFORMS =

ONE STOP FOR REQUIRED SCHOOL & ATHLETIC FORMS

Dear Parents,

You will use FinalForms, an online forms and data management service, to complete and sign mandatory school and athletic forms.

For your convenience, FinalForms saves data from season-to-season and year-to-year, so you will not need to enter the same information twice. FinalForms also pre-populates information, wherever possible, for each of your students. For your student's safely, FinalForms provides quick access for school personnel and coaches to your student's emergency information.

Back-to-school forms for all students must be complete and electronically signed by parents and students no later than the first day of school each year. Parents must complete the forms first. Once the parent portion is complete, then the student receives an email via his/her McNicholas email account prompting him/her to sign the forms.

PLEASE NOTE: *Incoming freshmen and transfer students will not be able to sign the forms through their school email until they have set up their McNicholas email accounts at their tablet pick-up in August.*

If your student is playing a fall sport, the Athletic Department needs your information sooner than the first day of school. Therefore, forms for fall athletes must be complete and electronically signed by parents by June 30. Student signatures on these forms aren't required until the first day of school.

Please follow the directions below to fill out your mandatory back-to-school forms. The first set of directions is for returning students. The second set of direction is for new students.

If you run into problems with FinalForms, click the **Use Support** button at the bottom of any FinalForms page and submit an email inquiry. If you need help from McNicholas, please contact Susan Rohlfs at srohlfs@mcnhs.org at 231-3500 x5142.

PLEASE NOTE: *You will update and sign all forms at the beginning of the school year, but you can use your login credentials at any point during the school year to update your student's information. If there is a change in address, medical history, insurance, etc., please update in FinalForms as soon as the information is available.*

Thank you,

Bob Noll, President
Drew Schmidt, Director of Athletics

DIRECTIONS FOR PARENTS OF RETURNING STUDENTS

1. Go to https://mcnicholas-oh.finalforms.com.

2. Click on **Parent Login** and enter your email and password.

   *Your email is the account that we have on file at McNicholas. You created your password when you logged into FinalForms at the beginning of your student's first year at McNick. If you forget your password, please use the **Forgot Password** link underneath the Login button.*

   ***PLEASE NOTE:** Both parents have a login with unique passwords, but your student(s) is tied to each of your accounts.*

3. You will see a list of your students. If you have more than one student, please complete the following steps for EACH student.

4. Click on the blue button on the left-hand side that reads **Incomplete Forms (Click to complete them)**.

5. You will be asked to verify and update your student's sports and activities. Once you have done so, click **Update Sports/Activities** or **Skip, not a student athlete**.

6. On the left-hand side, you will see a list of all of the forms that you need to review and sign. The information that you provided last school year is saved in the forms. Review the information in each form and make any necessary updates.

   PLEASE NOTE: Athletes will have more forms to complete than non-athletes as well as fees that need to be paid. You can pay your fees via FinalForms (with an added service charge) or send a check to the Athletic Office.

7. At the bottom of each form, electronically sign the form by typing your name. Your signature must match the name on your account (ex. Michael Smith, not Mike Smith).

8. Click **Submit Form**. Your updates and signature will be saved and it will automatically bring you to the next form in the list.

9. Update, sign, and submit until all forms in the left-hand list have been completed.

   PLEASE NOTE: Some forms require a doctor's signature (example: OHSAA physical form for athletes). Please print these out, have your doctor complete them, and return to the Athletic Office on or before June 30 for fall athletes or to the School Office on or before the first day of school for non-athletes.

10. Use the color-coding on the left-hand forms list to verify the status of each of your forms. If the form is green, it is 100% complete. If the form is yellow, the parent portion has been completed, but the student needs to sign the form. If the form is red, it is incomplete and still requires information and/or a parent signature.

11. **Once the parent has completed *all of the forms* (they are all green/yellow), the student will receive an email via their McNicholas email account with a link to the forms that require a student signature.** Please remind your student to go in and sign all necessary forms.

12. Once the student has signed all of the forms, the left-hand forms list will all be green and you are finished!

DIRECTIONS FOR PARENTS OF NEW STUDENTS* (INCOMING FRESHMEN AND TRANSFER STUDENTS)

***If you are the parent of a new student AND a returning student, follow the directions for returning student (above) because your new student is linked to your previously created account.**

1. **In early June, you will receive an email from FinalForms** that contains a link specific to your student. Click on the link in the email to confirm your account and to fill out the required forms.

   If you do not receive an email from FinalForms, please check your junk or spam folder. *If you cannot find the email in your junk/spam folder, please contact Susan Rohlfs at srohlfs@mcnhs.org.*

   PLEASE NOTE: *Be sure to add @finalforms.com to your safe senders list so that you receive important notifications regarding your student's form status.*

2. Once you confirm your account, you will see a list of your students. If you have more than one student, please complete the following steps for EACH student.

   If you cannot complete the forms in one sitting and need to return to the forms at a later time, go to https://mcnicholas-oh.finalforms.com and click on ***Parent Login****. Use the email address and password that you created when you confirmed your account.*

   PLEASE NOTE: *You can only use the above link once you have confirmed your account. The first time you enter FinalForms, it MUST BE from the link in the email that you were sent.*

3. Click on the blue button on the left-hand side of the student that reads **Incomplete Forms (Click to complete them)**.

4. You will be asked to choose your student's sports and activities. Once you have done so, click **Update Sports/Activities** or **Skip, not a student athlete**.

5. On the left-hand side, you will see a list of all of the forms that you need to complete and sign. Complete the information in each form and/or make any necessary updates.

   PLEASE NOTE: ***Athletes will have more forms to complete than non-athletes as well as fees that need to be paid.*** *You can pay your fees via FinalForms (with an added service charge) or send a check to the Athletic Office.*

6. At the bottom of each form, electronically sign the form by typing your name. Your signature must match the name on your account (ex. Michael Smith, not Mike Smith).

7. Click **Submit Form**. Your content and signature will be saved and it will automatically bring you to the next form in the list.

8. Complete, sign, and submit until all forms in the left-hand list have been completed.

   PLEASE NOTE: Some forms require a doctor's signature (example: Medical Exam Form). Please print these out, have your doctor complete them, and return to the Athletic Office on or before June 30 for fall athletes or to the School Office on or before the first day of school for non-athletes.

9. Use the color-coding on the left-hand forms list to verify the status of each of your forms. If the form is green, it is 100% complete. If the form is yellow, the parent portion has been completed, but the student needs to sign the form. If the form is red, it is incomplete and still requires information and/or a parent signature.

10. **Once the parent has completed *all of the forms* (they are all green/yellow), the student will receive an email via their McNicholas email account with a link to the forms that require a student signature.** Please remind your student to go in and sign all necessary forms.

    Please note: New students will not be able to sign the forms through their school email until they have set up their McNicholas email accounts at their tablet pick-up in August.

11. Once the student has signed all of the forms, the left-hand forms list will all be green and you are finished!