FINALFORMS

Existing Student Registration in FinalForms

If your student is an existing student, you should have already received an email that we have on file. If not, please call the school to update your email to complete the registration.

1. **Access FinalForms Portal**
   - Parents/Guardians should use the following link
     https://rockhill-sc.finalforms.com/
2. **Login**
   - Parents/guardians log into their existing FinalForms account using their email and password.
   - If they forgot their password, they could use the "Forgot Password" feature to reset it.
3. **Selecting the Existing Student**
   - Upon login, parents will see the list of their children already registered.
   - Select the student for whom they need to update or complete forms.
4. **Review Existing Information**
   - Review the pre-filled information in the system.
   - Ensure all personal, medical, and emergency contact details are up to date.
5. **Complete Required Updates**
   - Complete any necessary updates to the following:
     - Proof of Resident (Lease or Mortgage Agreement, Power bill)
     - Medical information (e.g., allergies, medications)
     - Emergency contact details
     - Consent for field trips or other activities
     - Other district-specific forms
6. **Submit Updates for Review**
   - After making changes or confirming the existing data, click "Submit."
   - A confirmation message will appear indicating the updates have been submitted for approval.
7. **School Review**
   - The school's administrative team will review the updates.
   - If any information is missing or needs correction, parents/guardians will be notified.
8. **Approval and Confirmation**
   - Upon approval, the updated registration is finalized, and parents/guardians will receive confirmation.
   - If further action is needed, the system will notify parents/guardians accordingly.
9. **Access to Student Account**
   - Parents and students can access FinalForms anytime to review or update additional information throughout the school year.