



Lakota uses **FinalForms** (accessed via OneLogin) for all district and athletic forms. Parents and guardians should also log into FinalForms before the start of each new school year - or throughout the year, as required - to update their email addresses and phone numbers for all school-to-home communications.

FinalForms is an online system that streamlines the process of completing forms and provides a "one stop shop" for secure, convenient, mobile-accessible parent/guardian form completion.



Lakota has expanded its use of FinalForms to include enrollment as well as academic forms, transportation forms and athletic forms. Some of the benefits of FinalForms include:

- A single place to sign all waivers, policies and forms;
  - The ability to sign forms from any web browser;
  - Saved student data from year to year;
  - Real-time data that gives a quick glance of forms turned in or still needing to be completed;
  - For parents/guardians with multiple students, the ability to copy information from one student file to the next, eliminating the need to fill out duplicate forms;
  - Email reminders of upcoming form deadlines; and
  - Ability to update contact information at any time, automatically updating our school systems as well as district communication tools. *Please note that contact modification will no longer be available in Home Access Center once FinalForms becomes available.*
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If you are new to Lakota and need to enroll a student, you will need to create a **FinalForms account and register your student(s)**. Once this is done, you can access FinalForms and use the instructions below.

## Access Instructions



1. Log into your parent OneLogin account and click on the FinalForms icon.

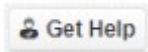


2. If completing forms for next school year prior to the end of the current school year, you will need to click the blue button at the top of the FinalForms login page to switch to the new school year.

*You will be presented with a popup window confirming that you would like to complete forms for the following school year. Click "Ok, Let's Get Started!" to proceed.*



3. In FinalForms, you will see a list of your students. Click the "Incomplete Forms" button and complete the forms for each of your students.



4. Log into FinalForms any time to update information for your students.

For assistance, please click the "Get Help" button located in the bottom right corner of any page to receive support directly from FinalForms.