

Athletic Director
Ricky Neff

Administrative Assistant
Annie Dalpiaz



NEW PHILADELPHIA CITY SCHOOLS

New Philadelphia City Schools
Athletic Department
343 Ray Ave NW
New Philadelphia, OH 44663-2150
P: 330.364.0662
F: 330.364.0633
npschools.org

To whom it may concern;

Beginning next athletic year we are going to be making some changes in how we handle physicals for our athletic programs. In the 2026-2027 school year we will use Final Forms for all of our athletic forms including physicals. For all current students in grades 7-11 you will be able to upload your physical form when it expires. For current 6th grade athletes you will be able to upload your form once the current athletic year ends in June.

Here are the forms that will need to be completed on Final Forms to be eligible to participate in an athletic contest during the 2026-2027 school year. These will need to be completed by both the parent and student. They will turn green when complete.

1. OHSAA Preseason Meeting
2. OHSAA Student Athlete Eligibility
3. Concussion Acknowledgement
4. Sudden Cardiac Arrest Awareness
5. OHSAA Authorization
6. OHSAA PPE Physical.
7. Upload a completed copy of the athletes physical with doctors signatures

This process will be easier for the parents and athletes as now there is no need to stop at the school and pick up or drop off a form. The forms are available on Final Forms currently. We will have paper copies of the physical form available in the office but they will still need to be uploaded onto Final Forms.

As with all changes I am sure there will be hurdles to overcome. Please feel free to reach out to us if you have any questions. I have attached the Step by Step Guide from Final Forms on what needs to be completed on the next page. These directions can also be found on the New Philadelphia City Schools website under Athletics.

Thank you,

Ricky Neff
Athletic Director

How to Update Your Student Athlete's Physical: A Step-by-Step Guide

Here is a link to the Step by Step Process:

<https://www.finalforms.com/blog/end-of-year-reminder-how-to-upload-a-physical-in-finalforms>

As a parent of a student athlete, keeping up with physicals and other important forms can feel like a lot to manage. At **FinalForms**, we've made the process simpler, so you can focus on what matters most—your student's health, wellness, and performance. If you're wondering how to update your athlete's physical through our platform, Coach Clay has a **quick and easy guide** to walk you through the process.

Step 1: Log in to Your Parent Account

To start, log in to your **FinalForms** parent account. Once you're logged in, you'll see a list of your student athletes. For example, let's say you're managing Rosanna Pickett's physical forms. If her physical is expired, you'll receive a notification indicating that an update is needed.

Step 2: Click 'Update Forms'

Once you've identified the expired physical, simply click the **"Update Forms"** button to begin the process. This will take you to the form management page where you can update all necessary documents.

Step 3: Print the State Physical Form

Next, you'll find the **Physical Form** section. Click to print the form, which is typically your state's official physical exam document. Take this form to your physician for the required exam. Your doctor will assess your student athlete's height, weight, blood pressure, pulse, and other important health markers.

Step 4: Upload the Completed Physical

Once the physical exam is complete, head back to the **FinalForms** portal. On the same page where you printed the form, click the **"Upload Physical"** button. Select the completed document from your computer's files (e.g., from your desktop) and click **"Upload."**

This will upload the physical form into the system, but at this point, it's not yet been reviewed.

Step 5: Review and Approval by Athletic Department

After you've uploaded the physical form, it will show as **"Unreviewed"** in your account. The form will then need to be reviewed by the athletic department. Depending on your school, this may be done by the athletic director, an athletic assistant, secretary, or trainer. The department will verify that the physical is complete and valid for the required time period.

Once the physical is reviewed and approved, your student will be eligible to participate in sports for the duration of the physical's validity period.

Why is Updating Your Athlete's Physical So Important?

A valid physical exam is a requirement for participation in most school sports programs. It ensures that your student is healthy and ready to compete safely. Keeping your student's physical up-to-date not only helps them stay eligible to play but also helps prevent potential injuries by ensuring they're in peak health. With **FinalForms**, the process is as simple as logging in, uploading, and waiting for the review process. No more rushing to find paper forms or missing important deadlines! We hope this guide makes updating your student athlete's physical easier and more efficient. At **FinalForms**, we're committed to providing a streamlined experience for parents, coaches, and schools, so that everyone can focus on what matters most—supporting student athletes as they perform their best.