



How to Upload Documents into FinalForms

You can upload documents in FinalForms by selecting the student, choosing the upload option, and following the prompts to submit PDFs or images from your computer or mobile device.

Step-by-Step Instructions:

1. Log in to FinalForms

- Use your email and password to access your account.
- For new users, please contact Data Administrator [Terese Kietzer](#) for access

2. Navigate to the Student Section

- Go to the My Students page
- Locate the student for whom you want to upload documents
- Click the folder icon to the far right of the student's name

3. Choose Upload Option

- You will see options to upload your document(s). You can either:
 - **Option 1:** Upload a single file (PDF, JPG, or PNG)
 - **Option 2:** Upload multiple files for one document, such as a multi-page physical form

4. Upload from a Computer

- Scan your document and save it as a PDF or image file.
- Select the document type in the dropdown menu (i.e. Physical) and click "Upload Document"
- Select the file from your computer and confirm the upload

5. Confirm Upload

- After uploading, you will receive a confirmation message that the document was successfully submitted.
- The school will be notified automatically and may contact you if there are any questions

6. Repeat as Needed

- Repeat the process for each document required by your school or district, such as proof of residency, updated records, or sports physicals

Tips for Successful Uploads

- Ensure the entire document is visible and legible.
- Combine multiple pages into a single PDF if necessary.

- Use a desktop or laptop for easier navigation when uploading large files
- Check that all required forms are completed and signed by both parent and student to avoid incomplete status

Questions? Please reach out to Data Administrator [Terese Kietzer](#) for assistance.