



EASTSIDE CATHOLIC

How to Upload Your Student's Physical Form into Final Forms

Here's how to upload a physical form in FinalForms step by step in more detail, plus a few tips that can save you a trip back to the doctor's office.

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(s).
- If a physical is expired or approaching its expiration date, you'll receive a notification letting you know 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 and Complete the Physical Form

- Next, you'll find the Physical Exam Form section on the menu to the left. Click on "Pre-Participation Physical Evaluation" form to print the form. You can also find the form on our [website](#).
- Take this form to your physician for the required exam. All four pages must be completed and signed where required.

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 or phone and click "Upload."
- This will upload the physical form into the system, but at this point, it's not yet been reviewed.
- Only physician-signed and dated forms uploaded through FinalForms will be accepted.

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 be reviewed by the athletic department. The department will verify that the physical is complete and valid for the required time period.
- If the form is not complete, the form will be returned to you with an explanation for why the form was not accepted.

- 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.
- Validity periods are set by your state athletic association and can vary, so check your FinalForms account for the exact expiration date on file.