

PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to <https://newark-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**



Parent

LOGIN

NEW ACCOUNT

STUDENT LOGIN

Legal Name: First Last

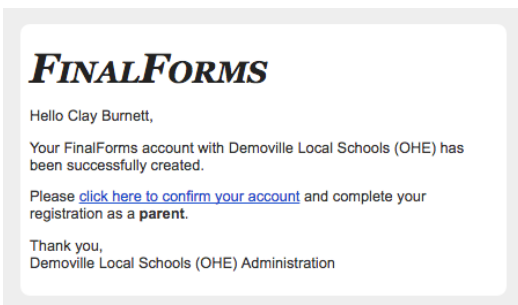
Date of Birth: Month Day Year

Email Address: e.g. parent@example.com

[Help](#) If you have already registered, please login or request a new password

I am a parent of a student at or playing sports at Schools. Falsification of information under Ohio Revised Code section 2921.13 is a misdemeanor of the first degree punishable by a maximum of six (6) months imprisonment or a fine of \$1,000 or both.

4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email support@finalforms.com

5. Type your password and click **CONFIRM ACCOUNT**

You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.

New Password:

Confirm Password:

Add Another Parent? or **Skip this step**

Grant access to an additional parent account (perhaps for your spouse), allowing them to manage your students. If this individual already has an account, use their email address and they will be automatically linked when you click submit.

Name: First Last

Date of Birth: Month Day Year

Email Address: e.g. parent@example.com

6. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.
7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- *Email Address for BOTH you and your student (if required by your district)*
- Insurance Company & Policy Number
- Hospital Preference

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://newark-oh.finalforms.com>

2. Click **LOGIN** under the Parent Icon

3. Click **REGISTER STUDENT**



The screenshot shows a web interface titled "My Students" with the subtitle "MANAGE YOUR STUDENTS WITHIN THE SYSTEM." Below the title is a table with columns for "Status", "Name", "Class", and "Actions". The table is currently empty, with a message "No registered students yet... Register Student" below it. To the right of the table are two buttons: "Register Student" and "Instructions".



Parent

LOGIN

NEW ACCOUNT

STUDENT LOGIN

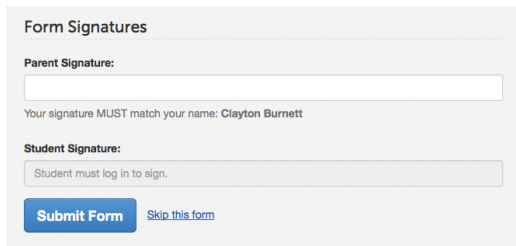
4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

5. **If your student plans to participate in a sport, activity, or club** please click the checkbox for each. Click **UPDATE** after making your selection.

NOTE: A selection can be changed any time until the registration deadline.

6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.



The screenshot shows a "Form Signatures" section. It has a "Parent Signature:" field with a text input box. Below it is a note: "Your signature MUST match your name: Clayton Burnett". There is also a "Student Signature:" field with a text input box and a note: "Student must log in to sign." At the bottom are two buttons: "Submit Form" and "Skip this form".

7. When all forms are complete, you will see a "Forms Finished" message.

Forms finished!

8. *****IMPORTANT***** If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.

9. Click MY STUDENTS if you are done, or REGISTER ANOTHER STUDENT if you need to add another.

+ Register Another Student My Students

10. At any point in the future, you may login at any time and click the **Update Forms** button to update information.

Update Forms