

PARENT REGISTRATION

HOW DO I SIGN UP?

- 1. Go to https://southcentral-in.finalforms.com
- 2. Click **NEW ACCOUNT** under the Parent Icon
- 3. Type your NAME, DATE OF BIRTH and EMAIL, then



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

FINALFORMS
Hello Clay Burnett,
Your FinalForms account with Demoville Local Schools (OHE) has been successfully created.
Please dick here to confirm your account and complete your registration as a parent.
Thank you, Demoville Local Schools (OHE) Administration

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. Create your new FinalForms password and click CONFIRM ACCOUNT

You're almost done regist as a Parent str the MASMORE YOU WOULD LIKE TO USE TO SECURELY ACC		g
ACCOUNT.		
New Password:		
Confirm Password:		
1		
Confirm Account		

6. You may 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.

spouse), a Ethis individ	allowing th turi already	additional pan em to manage has an account, red when you di	e your stud	ents.	
Name:					
First					
Lest					
Date of Birth:					
Month		Day	0	Year	
Email Addres	8				

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 Info
 Octor, Dentist & Hospital Information
- Insurance Company & Policy Number Email Address for BOTH you and your student (if required by your district)

HOW DO I REGISTER MY FIRST STUDENT?

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

Go to <u>https://southcentral-in.finalforms.com</u>
 Click LOGIN under the Parent Icon
 Click REGISTER STUDENT
 My Students
 Image: State Stat

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.

Form Signature	i i	
Parent Signature:		
four signature MUST m	ich your name. Dieyton Burnel	
Student must log in to	sip.	
Submit Form	Dia matern	

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

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.

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

9. At any point in the future, you may login at any time and click the UPDATE FORMS button