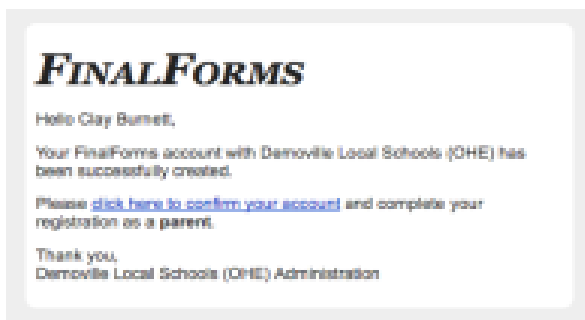




## Parent registration

### How do I get started?

1. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



2. Create your new FinalForms password. Next, click

### **CONFIRM ACCOUNT.**

3. Your account will be confirmed and you will be logged in.

## Registering a student

### What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

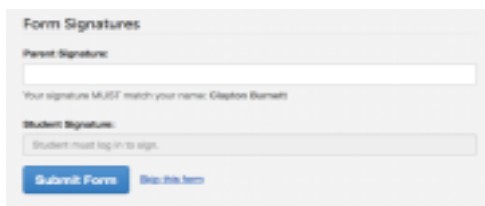
### How do I register my first student?

*IMPORTANT: If you followed the steps above, you may Jump to Step number 3.*

1. Go to: <https://southern-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon. **Do NOT** select New Account



3. Locate and click the **INCOMPLETE FORMS** button for the student you wish to register.
4. **If your student plans to participate in a sport, activity, or club**, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.
5. Complete each form and sign your full name (*i.e.* 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.



6. When all forms are complete, you will see a 'Forms Finished' message.

*IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms.*

### **How do I register additional students?**

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student. **DO NOT** select Add a Student.

If you are not able to see all of your students who attend Southern Local, or you have a student under your profile who isn't yours, please contact the administration building 330-679-2343 ext. 4005

### **How do I update information?**

Login at any time and click **UPDATE FORMS** to update information for any student.