



# Madison Local School District

Back-to-school, and athletic/club participation forms for your students for the 2022-2023 school year are now available on FinalForms.

You are required to review and sign your forms once per year and after any update or as additional forms are added. Forms may be updated any time throughout the school year. If you need to update your child's bus drop-off or pick-up information after you already completed your Transportation Information form you will need to contact the bus garage at 419-589-3473 and update FinalForms. For grades 5-12, some forms will also require a student signature. Instructions for Parents and Students to access their FinalForms account are below.

We are asking that ALL parents use FinalForms.

The following forms are due by **July 10, 2022** in order to ensure your transportation needs are met.

- **Contact Form**
- **Transportation Information**

**\*All other forms can be updated at your convenience, but must be completed prior to students receiving Chromebooks and/or schedules.**

**\*Athletes- please continuing scrolling for FinalForms information.**  
➤ **Forms need to be completed by July 31, 2022 for any Athletes playing Fall Sports.**

Thank you for your assistance in streamlining our paperwork processes at Madison Local Schools!

Final Forms link: <https://madisonmansfield-oh.finalforms.com/>

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**PLEASE NOTE:** While the annual review may take around 10 minutes, it is **MANDATORY**. Individual accounts “follow” students throughout their Madison career requiring only relevant updates from year to year. Remember, athletes still are required to have an annual physical.

## **PARENTS:**

**If you are currently a Madison parent who already has a Madison FinalForms account:** Please login to your parent account and complete the 2022-2023 school forms. Parents must complete each individual section found in the menu on the left side of the page and “electronically sign” (type your name) where appropriate. Information will be saved from prior year. Please verify and updated as needed.

**If you are currently a Madison parent who does not remember your FinalForms Username, please contact your child’s school or Allison Conn at the Board of Education, 419-589-2600 or [aconn@madisonrams.net](mailto:aconn@madisonrams.net):** Staff will be available at the Middle and High School throughout the summer. For grades PS-4, staff will be available at the buildings starting in August.

If you require any support during the process, please email [support@finalforms.com](mailto:support@finalforms.com).

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## **STUDENTS:**

### **To access your FinalForms account:**

Returning 6-12 grade students will need to login using their Madison Rams email address. If the student forgot their password, please hit forgot password link. An email will be sent to the student’s email.

For 5th grade students or any NEW 5-12 graders, go to FinalForms, click Login under Student and then click "Never logged in?" Provide your Madison student email address and click Send Secure Link. A confirmation email from Final Forms will be sent to your student email account.

Back-to-school forms can only be signed by a student if the parent/guardian has completed their required forms.

Newly enrolled students will need to wait until their student email address is added into FinalForms before they can create an account.

Students can access their email through Google gmail.

Only students in grades 5-12 are required to sign forms via FinalForms.

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All students participating in interscholastic athletics must be registered on FinalForms, the online registration website used by the Madison Local School District.

### **Athletic Forms:**

1. Login into your FinalForms account at <https://madisonmansfield-oh.finalforms.com/>
2. Parents must complete each individual section found in the menu on the left side of the page and “electronically sign” (type your name) where appropriate.

➤ **The following forms need to be signed and updated by July 31, 2022 if your child is playing fall sports.**

- ❖ Health History and Medical Profile
  - ❖ Emergency Medical Authorization
  - ❖ Athletic Code of Conduct
  - ❖ Acknowledgement of Risk
  - ❖ COVID-19 Return to Play Protocol
  - ❖ Concussion Acknowledgement
  - ❖ ImPact Testing Consent
  - ❖ Sudden Cardiac Arrest Awareness
  - ❖ OHSAA Forms
    - OHSAA PPE Physician Questions
    - OHSAA Covid-19 PPE Questions
    - OHSAA Preseason Meeting Presentation
    - OHSAA Acknowledgement and Pledge
    - OHSAA Student Athlete Eligibility
    - OHSAA Authorization
    - OHSAA PPE Physical (for Physicians)
3. Once all sections are completed, print the OHSAA PPE Physical Form (which is the last section on left side menu). Take this with you to your child’s state required annual physical appointment with a certified physician. The medical information you completed will automatically be entered on to the actual OHSAA form. The doctor will complete their appropriate section and return to you.
  4. Completed physicals should be submitted your school building's Main Office. Physicals are good for one calendar year. School staff will enter the expiration date and Final Forms will automatically send you an alert email when the physical expiration date is under 60 days.
  5. Once the parent section is completed, Final Forms will send the student an email that he or she must use to electronically sign a number of participation forms.

By registering on FinalForms you will be included on team emails and updates from the coaching staff.

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