

1. What is FinalForms

FinalForms is an online form management system.

Items like Emergency Medical Forms, Acceptable Use Policies, Handbook Signoffs and other paper copies that were typically sent home at the beginning of a year, will be done online using FinalForms.

2. Why is PHLS using FinalForms?

PHLS has partnered with FinalForms to create a registration process for parents/guardians that is user friendly and more efficient. We are aware that the first year in this process will be cumbersome for some parents/guardians. Our hope is that in the future, this platform will allow yearly forms to be more efficient for our district parents/guardians.

3. What is the URL for the website?

<https://phpatriots-oh.finalforms.com/>

It is available on our website also http://phpatriots.org/NewParent_GeneralInfo

4. Tell me more about the process.

Any parent that has an email in Powerschool should get a “Welcome” email from FinalForms when the platform is opened up. Parents/guardians will need to confirm their accounts and then fill out the appropriate forms for their students. [Here](#) is a “parent playbook” that gives step-by-step directions.

If you haven’t received a registration email from FinalForms, we don’t have an email on file for you. Click [here](#) to provide us one.

5. I have multiple students in the district and not all of them show up when I log in. What should I do?

Click [here](#) to fill out the form and all your students will be connected to your email within 24 hours. Once your student has been linked to you, after you submit your email to us in the above link, you will need to log back into your account and your “missing” student should appear.

6. I didn’t get an email from FinalForms to confirm my account. What should I do?

We don’t have an email on file for you, or the one we have is not working currently. Click [here](#) to fill out a survey that will provide us your email. We will connect it to your student(s) within 24 hours and you will get a registration email from FinalForms.

7. What grades are using FinalForms?

Grades K-12. We hope to have parents/guardians complete the forms ASAP.

8. Will athletic forms be available for completion on FinalForms?

Yes, if a parent indicated their student is an athlete, the necessary forms will be available for signatures. Students will have the ability to sign forms electronically, also.

9. My student is unsure if they will be playing in any sports or be in any clubs for the year. What should we do?

That can be added later. Feel free to not check any box at this time.

10. How will students sign forms electronically?

Parents/guardians will identify what grade level their students are in. If student forms are assigned to those levels, those students will be able to log into FinalForms. Students needing to sign forms can confirm and log in after their parents/guardians are done with their forms. Students were sent a confirmation email from FinalForms also.

11. Can NEW students to PHLS use FinalForms?

New student accounts will be created when the student is registered at the school with the counselor. New students/parents will not be able to log in until that happens

12. Why are Fall athletes still handing in paper emergency medical forms and paper copies of physical?

Because of the timing of our FinalForms launch, we were unsure if all fall athletes could get the needed paperwork done before the season starts. In the winter, we will expect all forms to be completed in FinalForms.

13. My student is a first year student at PHLS (just moved or new open enrollment). He/She is an athlete and needs to fill out the athletic forms. How do my students access these?

New students need to be registered through the appropriate building office. Once they are registered, FinalForms can be activated.

14. I can't figure this out, who can I contact?

FinalForms has a support button, feel free to use that.

All questions for PHLS parents/guardians/students should contact techdept@phpatriots.org