



REGISTERING A STUDENT WITH FINALFORMS

WHAT INFO WILL I NEED?

- * Basic Medical History & Health Information
- * Insurance Company & Policy Number
- * Doctor, Dentist, & Hospital Information
- * Other Emergency Contact Information

NOTE: IF YOU HAVE ALREADY CREATED YOUR PARENT ACCOUNT AND CLICKED THE “REGISTER STUDENT” LINK YOU MAY JUMP TO STEP 3.

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

2. Click **LOGIN** under the **PARENT** icon

3. Click **REGISTER STUDENT**

4. Complete the form including the Student’s Legal Name, Date of Birth, Gender, Graduation Year, Home Address and any other required information, then click **CREATE 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.

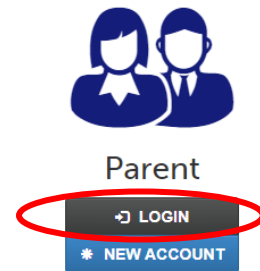
6. Complete each form and sign your full name (e.g. “John Smith”) into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and you will be prompted to the next form.

7. When all forms are complete, you will see a “Forms Finish” message.

*****IMPORTANT** There may be some forms for the student to sign. An email will automatically be sent to the email address that was provided by the district 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 log into your parent account and click the **UPDATE FORMS**.



*****If you have new forms/documents which need to be provided to the school district (i.e. custody documents, proof of residency) you can upload these files while registering your student for FinalForms.*****