



# Newton Falls Exempted Village Schools

## *Online Registration Process "New Students"*

We want to Thank You for making the decision to register your child(ren) with Newton Falls Exempted Village Schools and are excited to welcome them into the "Tiger" family.

To register your child(ren), please complete the following steps:

1. Create yourself a Final Forms account with Newton Falls Schools (see the attached documentation).
2. Gather all of the information needed to complete the student registration process.
3. Add your child(ren) to your Final Forms account.
  - a. You will have the ability (if you have access) to upload documents to your child's records (i.e. Immunization Record, Proof of Residency, Proof of Birth, Custody papers, Copy of Social Security Card)
4. Schedule a registration appointment with our district registrar.
5. Meet with the building staff/guidance where your child will be attending. This will be explained in detail during your final registration process.

Documentation on how to complete these four processes are attached to this packet.

Note: If you do not have access to the Internet either by computer (recommended) or by phone, please contact the Newton Falls High School at 330-872-5121 to make arrangements to come in and enter information within the building's conference room. Computer devices will be provided for you to enter information.

You will need to have an email account; however, the district can also assist you with setting up a FREE google account so that you are able to complete these forms and communicate with the district via email. This office is closed each year during the month of July.

The district can also make copies of documents if you are not able to upload them into the system when you come in for your final registration appointment. Please be sure to bring those documents with you during that appointment.



## FinalForms

### Parent registration

#### How do I sign up?

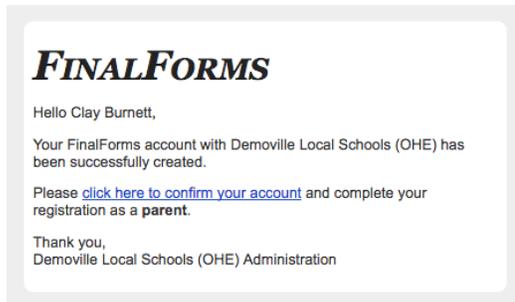
1. Go to: <https://newtonfalls-oh.finalforms.com>
2. Locate the parent icon and click **NEW ACCOUNT**, then follow the steps to create your account.



3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.

*NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email [support@finalforms.com](mailto:support@finalforms.com) informing our team of the issue.*

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



5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.

## FinalForms

### 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 on the previous page, you may Jump to Step number 3.*

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

2. Click **LOGIN** under the Parent Icon, then login.



3. Locate and click the **ADD STUDENT** button.

4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.

5. **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.

6. 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.

A screenshot of the 'Form Signatures' section. It contains two signature fields. The first is labeled 'Parent Signature:' and has a text input field below it. Below the input field is the text 'Your signature MUST match your name: Clayton Burnett'. The second is labeled 'Student Signature:' and has a text input field below it with the text 'Student must log in to sign.' At the bottom of the section are two buttons: a blue 'Submit Form' button and a blue 'Skip this form' button.

7. 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.

#### How do I update information?

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

## Scheduling a Registration Appointment

Once you have set up your Final Forms account and everything is filled out, you can schedule a finalization registration appointment with the district. Appointments are scheduled M-F (on open school days) during the office hours of the Newton Falls High School. ALL STUDENTS K-12 will be originally registered through the High School office.

The appointment should only take 10-15 minutes to finalize. Please be certain to bring with you a photo identification and your child(s) birth certificate. The district will make copies of these and attach them to your registration.

Any additional documentation that you were not able to upload should be brought with you as well such as:

- Any court or custody documents.
- Proof of residency.
- Affidavit of Shared Residency Form (if applicable)
- Immunization record
- Child's social security card
- Parent's Driver's License
- Proof of Birth (Birth Certificate)

To schedule your appointment, go to: <https://www.picktime.com/nfschools> and select an appropriate time slot for your appointment.