



# Newton Falls Exempted Village Schools

## *Online Final Forms Process “KG Registration”*

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 to complete the registration process for your student in Final Forms. The information in Final Forms can be updated at anytime and will be required to be reviewed on an annual basis:

1. Setup a pre-registration documentation drop-off appointment
2. Create yourself a Final Forms account with Newton Falls Schools if you do not already have an account (see the attached documentation).
3. Gather all of the information needed to complete the student registration process.
4. 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) if you did not already drop them off at the school.
5. Once all of the documentation has been entered and you have completed all of the forms in Final Forms, your student will be registered with the district. The elementary building will be contacting you for kindergarten screening.

Note: If you do not have access to the Internet either by computer (recommended) or by phone, please contact the Newton Falls Technology Department at 330-872-0294 to make arrangements to come in and enter information in the final forms. They will set up an appointment with you via phone.

**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.

## Scheduling a Pre-registration Documentation Drop-Off Appointment

When you are ready to schedule your child for Kindergarten, there are a few steps that need to be completed in order to complete the registration and have your child attending Kindergarten for the first time. First, you will need to drop off copies (the office will make copies) of documentation. You will then need to complete some forms/paperwork in Final Forms to complete the registration process. The next step would be the Kindergarten Screening. To help streamline the process, please schedule an appointment to drop off your child's paperwork at:

<https://www.picktime.com/nfkgreg>. The appointment should only take 5-10 minutes to review and copy the documentation. Please be certain to bring (your) photo identification and your child(s) birth certificate. The district will make copies of these and attach them to your child's registration.

The following documentation should be brought to your appointment:

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



## FinalForms

### Parent registration

Complete this page if **YOU DO NOT** already have a Final Forms account with Newton Falls Exempted Village Schools. If you already have an account, you can continue onto the next page that will walk you through adding a new student to your account.

#### How do I sign up?

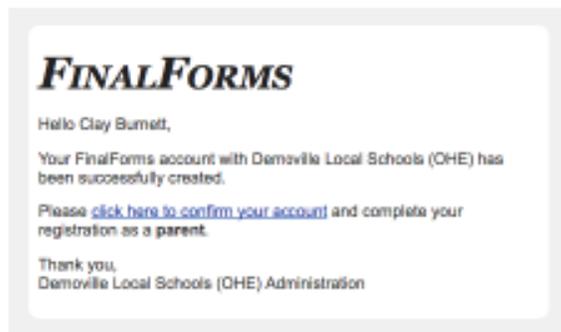
1. Go to: <https://newtonfalls-oh.finalforms.com>
2. Locate the parent icon and click **NEW ACCOUNT**, then follow the steps to create your account.



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

After you have established your Final Forms account, use this page to add a new student to your account.

### 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.



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.