FINALFORMS™

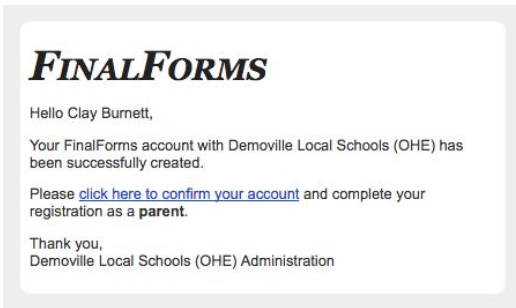## PARENT REGISTRATION

HOW DO I GET STARTED?

1. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.

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Hello Clay Burnett,

Your FinalForms account with Demoville Local Schools (OHE) has been successfully created.

Please click here to confirm your account and complete your registration as a **parent**.

Thank you,
Demoville Local Schools (OHE) Administration

NOTE: You will receive an email from your District prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please contact your District Administrator.

2. Type your password and click **CONFIRM ACCOUNT**

You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.

New Password:

············

Confirm Password:

Confirm Account

3. Your account will be confirmed and you will be logged in, you can now proceed to the next page!

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REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- Insurance Company & Policy Number
- Hospital Preference
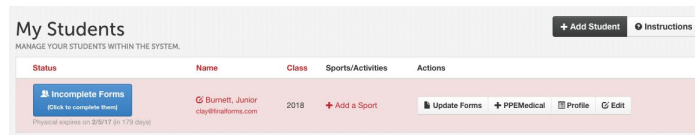
HOW DO I REGISTER MY FIRST STUDENT?

IMPORTANT If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to https://wcs-tn.finalforms.com

2. Click **LOGIN** under the Parent Icon

Parent

🔒 LOGIN

3. Click **INCOMPLETE FORMS**

4. ***If your student plans to participate in a sport, activity, or club*** please click the checkbox for each. Click **UPDATE** after making your selection.
   NOTE: *A selection can be changed any time until the registration deadline.*

5. 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 move on to the next form.

6. When all forms are complete, you will see a "Forms Finished" message. **Forms finished!**

7. ******IMPORTANT*** If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.***

8. Click MY STUDENTS if you are done, an you may repeat steps 3 through 6 for additional Students.

9. At any point in the future, you may login at any time and click the **📄 Update Forms** utton to update information. NOTE: Certain contact information will need to be updated via Skyward.