Wilmington City Schools 2022-2023 Final Forms are now available!

How to Sign up for Final Forms

(First time user-no students currently enrolled in Wilmington City Schools)

PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to https://wilmington-oh.finalforms.com

2. Click **NEW ACCOUNT** under the Parent Icon

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

4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.
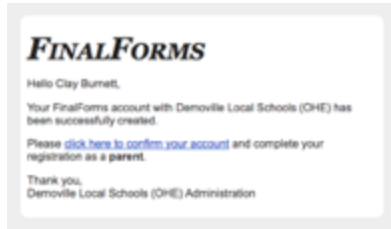
NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email support@finalforms.com

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**
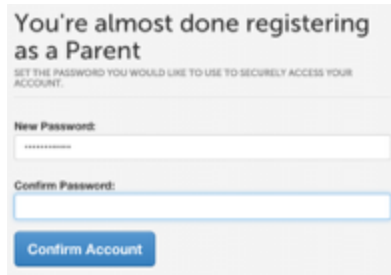
6. You may be asked if you want to grant another. Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.
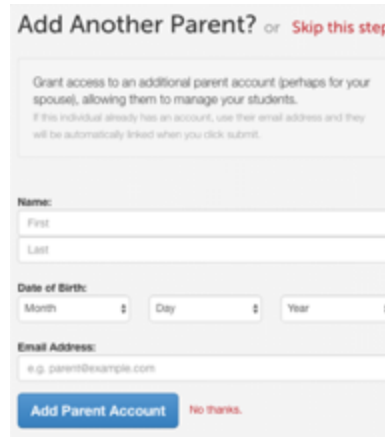
7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.

How to Register my First Student

REGISTERING A STUDENT

WHAT INFO WILL I NEED?
• Basic Medical History & Health Info   • Doctor, Dentist & Hospital Information
• Insurance Company & Policy Number   • Email Address for BOTH you and your student (if required by your district)

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://wilmington-oh.finalforms.com

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

3. Click **REGISTER STUDENT**

4. Complete the form including the Student's Legal Name, *EMAIL ADDRESS*, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**
NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your 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.
NOTE: A selection can be changed any time until the registration deadline.

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 move on to the next form.

7. When all forms are complete, you will see a "Forms Finished" message.

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, or **REGISTER ANOTHER STUDENT** if you need to add another.
9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button

FINALFORMS™

How to Register an Additional Student (Already have a Final Forms account/ other students enrolled in district)

REGISTERING A STUDENT

WHAT INFO WILL I NEED?
• Basic Medical History & Health Info   • Doctor, Dentist & Hospital Information
• Insurance Company & Policy Number   • Email Address for BOTH you and your student (if required by your district)
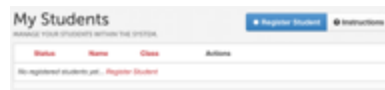
HOW DO I REGISTER MY New KG STUDENT?

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

1. Go to https://wilmington-oh.finalforms.com

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

3. Click **REGISTER STUDENT**

4. Complete the form including the Student's Legal Name, *EMAIL ADDRESS*, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**
NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your 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.
NOTE: A selection can be changed any time until the registration deadline.

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 move on to the next form.

7. When all forms are complete, you will see a "Forms Finished" message.

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, or **REGISTER ANOTHER STUDENT** if you need to add another.
9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button