FinalForms

Parent registration

How do I sign up?

1. Go to: https://eastknox-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 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.
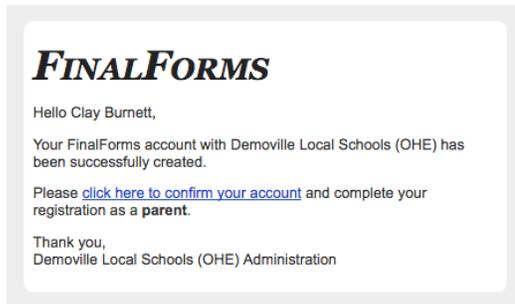
5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.

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://eastknox-oh.finalforms.com/

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

    Parent
    LOGIN
    NEW ACCOUNT

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

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

5. Select **Yes, new enrollment**

    Important Registration Information

    New Enrollment? ● Yes, new enrollment ○ No, currently attending
    Is this student newly enrolling or currently attending Demoville Local Schools (SC)?

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.

    Form Signatures

    Parent Signature:

    Your signature MUST match your name: **Clayton Burnett**

    Student Signature:

    Student must log in to sign.

    Submit Form   Skip this 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.

East Knox Local Schools

We are very excited to announce that East Knox Local Schools has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign enrollment, back-to-school forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice and you only change information that has changed from the previous school year. FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update(s).

Click on the Parent Playbook (attached) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support".

At this time, we are asking only the parents/guardians of new students (if your child(ren) did not attend East Knox this past year) to East Knox Local Schools for the upcoming school year 2022-23 to complete the registration process in FinalForms. Parents of current students will have accounts created for them at a later date.

Please register at: https://eastknox-oh.finalforms.com/ and follow the prompts to create your account, create your students and sign your forms.

Note: If your student is NEW to the district (transfer), please be sure to click the "Yes, New Enrollment" checkbox when registering your student.