

# FINALFORMS™

## 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://sheridan-in.finalforms.com>

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



Parent

LOGIN

NEW ACCOUNT

3. Click **REGISTER STUDENT**

### My Students

MANAGE YOUR STUDENTS WITHIN THE SYSTEM

Register Student

Instructions

Status Name Class Sports/Activities Actions

No registered students yet.

4. Type in LEGAL NAME and other basic information about the student. Click **CREATE 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 (i.e. '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.

### 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. Forms finished!

8. **\*\*\*IMPORTANT\*\*\*** If required, an email will automatically be sent to the email address that you provided for your Student prompting him/her to sign required Student forms.

### HOW DO I REGISTER ADDITIONAL STUDENTS?

Click MY STUDENTS. You may repeat steps 3 through 7 for each additional Student.

### HOW DO I UPDATE INFORMATION?

LOGIN at any time and click **UPDATE FORMS** to update information for any Student.