

FINAL FORMS

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Insurance Company & Policy Number
- Your Email Address & Student's Email Address
- Doctor & Dentist Contact Information
- Hospital Preference

HOW DO I REGISTER MY FIRST STUDENT?

NOTE: If you have followed the steps on the previous page, you are already logged in. Jump to Step 3.

1. Go to <http://kettering.finalforms.com>
2. Click **LOGIN** under the Parent Icon
3. Click **REGISTER STUDENT**

My Students



Parent

4. Type your Student's NAME, EMAIL ADDRESS, DATE OF BIRTH, GENDER, HS GRADUATION YEAR and HOME ADDRESS and click **CREATE STUDENT**



5. Assign your student to a sport by clicking it's checkbox.
Sports are separated by year, season, and registration deadline.
Click **UPDATE SPORTS** after making your selection.

NOTE: A sport selection can be changed anytime up until the it's registration deadline.

6. Complete each form and enter 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.

Parent Signature

Parent Signature

Parent Signature

Parent Signature

Parent Signature

7. When all forms are complete, you will see a "Forms Finished" message.
An email will automatically be sent to the email address on record for your student prompting him/her to sign forms requiring student signature.
8. If you are registering an additional student, click **MY STUDENTS** at the top of the page and jump back to Step 3. Most of the information, like home address and contact information, is automatically copied to your additional students. All forms for additional students will still require your signature.

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PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to <http://kettering.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your **NAME** and **EMAIL** and then click **REGISTER**

Name: _____

Email Address: _____



Parent



4. Check your Email and click **CONFIRM YOUR ACCOUNT** in the email text

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FinalForms
Kettering Public Schools
10000 Kettering Blvd
Kettering, OH 45424
937.233.7100
www.kettering.k12.oh.us

*NOTE: You will receive an email within 2 minutes
ting you to confirm and complete your
ot receive an email, check your
ee the FinalForms email,*

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

You're almost done registering as a Parent

Get your password and confirm your account.

New Password:

Confirm Password:



6. You will be asked if you want to grant another Parent/Guardian access to your registered students.
Either click **SKIP THIS STEP** or type Name and Email Address and click **ADD PARENT ACCOUNT**.

Add Another Parent? Yes No

Grant access to an additional parent account for your student.
Adding a new parent will give you all access.

Name:

Email Address:



7. Your account will be created, you can then
REGISTER STUDENT for your first child.