

Parma City Schools

5311 Longwood Ave * Cleveland, OH * 44134*

David Allenick Supervisor of Athletics

We are very excited that the Parma City Athletic Department has partnered with FinalForms, an on-line program which will enable you and your student to complete & file MOST athlete forms electronically. FinalForms is immediately available for all Parma athletes. The ONLY form that you are still required to actually print, complete, and file in the Athletic Department, is the actual OHSAA Physical form. The physical form must be completed by the doctor and by law we are required to have a signed copy on file. Once your student's physical is received by the athletic department we will input the expiration date into FinalForms and then you will receive automatic notifications when your student's forms need to be updated.

Click on the Parent Registration guide to get started in FinalForms. This link is also available on the Parma athletic web pages. **We are asking that ALL student-athletes (grades 7-12) use FinalForms. Even if your student's current physical paperwork does not expire until after the new school year begins, please register**

@<https://parma-oh.finalforms.com/> now and electronically complete all the forms!

When filling out the forms, please list the school that your child participates at. All 8th graders will list the middle school they participate at and not the high school they attend.

Please contact the AD at the school your child participates in athletics at. The contact information is listed below:

Greenbriar Middle School	Joe Porach	440-885-2371
Hillside Middle School	Doug Ziemianski	440-843-1577
Shiloh Middle School	Dominic Gildone	440-887-4859
Normandy High School	Don Sparks	440-885-2404
Parma Sr. High School	Ryan Madison	440-885-8606
Valley Forge High School	Chris Medaglia	440-885-8431

Final forms is currently building this program for Parma City Schools. The site will not be up and running until 5/26/15. Please do not try to access this program until this date.

Thank you for your assistance in streamlining our paperwork process in the Athletic Dept.

David Allenick
Supervisor of Athletics

FINALFORMS

PARENT REGISTRATION

HOW DO I SIGN UP?

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

Name: First Last

Email Address: e.g. john@finalforms.com

If you have already registered, please login or request a new password

Register Cancel



Parent

← LOGIN

• NEW ACCOUNT

→ STUDENT LOGIN

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

FINALFORMS™

Welcome! Thank you very much for registering with FinalForms.

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

Thank You,
Parma High School Forms Administration

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

You're almost done registering as a Parent

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

New Password:

XXXXXXXX

Confirm Password:

XXXXXXXX

Confirm Account

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? Skip this step

Grant access to an additional parent account (parent) for your account, allowing them to manage your students.

If the additional parent has an account, you may grant access and they will be automatically linked to the student's account.

Name: First Last

Email Address: e.g. jane@finalforms.com

Add Parent Account No Thanks

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

FINAL FORMS

REGISTERING A STUDENT

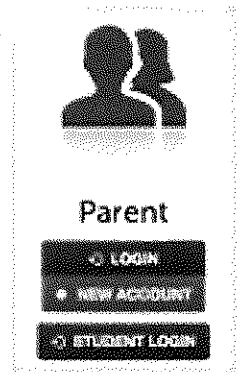
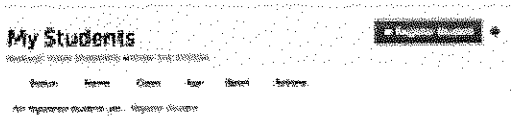
WHAT INFO WILL I NEED?

- Insurance Company & Policy Number
- Hospital Preference
- Doctor & Dentist Contact Information
- Email Address for *BOTH* you and your student*

HOW DO I REGISTER MY FIRST STUDENT?

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

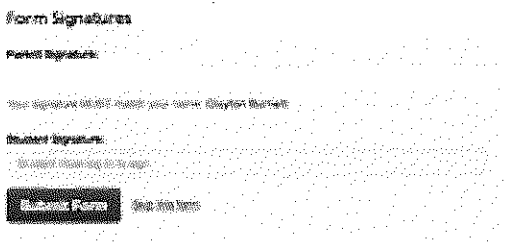
1. Go to <http://parma-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon
3. Click **REGISTER STUDENT**



4. Type your Student's **NAME**, **EMAIL ADDRESS**, **DATE OF BIRTH**, **GENDER**, **HS GRADUATION YEAR** and **HOME ADDRESS** and click **CREATE STUDENT**
NOTE: The email address provided will be used to send reminders to your student. A student email address may or may not be required, depending on your school preferences.

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.



7. When all forms are complete, you will see a "Forms Finished" message. **Forms finished!**
8. *****IMPORTANT***** 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.
9. 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.
10. In the future, you may login at any time and click the **Update Forms** button to update information.