

# PARENT REGISTRATION

## HOW DO I SIGN UP?

- 1. Go to https://monroe-mi.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.

<b>FINALFORMS</b>	
Hello Clay Burnett,	
Your FinalForms account with Demoville Loca teen successfully created.	(Schools (OHE) has
Please dick here to confirm your account and registration as a parent.	complete your
Thank you. Demoville Local Schools (OHE) Administration	n

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

You're almost done registering as a Parent	
And Service And Andrewson Andrews	
-	
Confirm Passwort!	
Centern 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.

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Name:					
Peti					
1.00					
Date of Birth:					
Morrey	1	Day	4	-Year-	
Enal Adares					
And Description	_	-			

Add Another Parent? or Skip this step

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



## **REGISTERING A STUDENT**

#### WHAT INFO WILL I NEED?

- Basic Medical History & Health Info
   Octor, 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 follow	ved the steps on the	previous page, you
1. Go to <u>https://monroe-mi.fina</u> 2. Click <b>LOGIN</b> under the Parent	alforms.com t Icon	Parent
3. Click REGISTER STUDENT	My Students	Register Restant
	Balus Nama Class Automs No-reprinted automis jet Register Dudert	

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.

Form Signatur	es	
Parent Signatures		
Your eigneture MUST	naich your name. Diepten Burnett	
Student Signature:		
Student must log in	to sign.	
	The sector	
Reduced Rooms	DAID THE TOTAL	

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

previous page, you may Jump to Step 3.