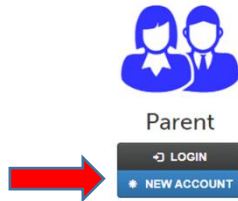


FINAL FORMS

PARENT REGISTRATION

Go to : <https://williamsburg-oh.finalforms.com> (or click link)

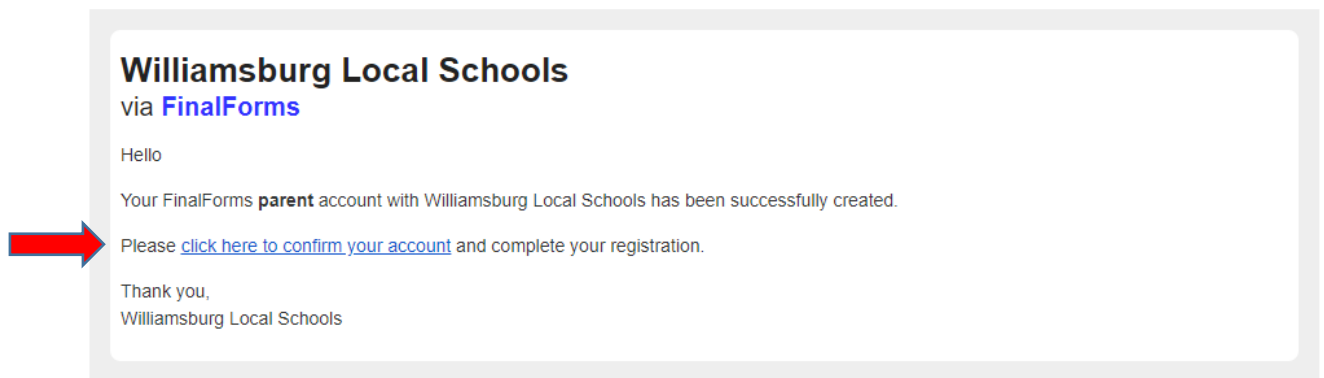
1. Locate the **Parent** icon and click **NEW ACCOUNT**



2. Complete **YOUR NAME, YOUR DATE OF BIRTH, and EMAIL.**
Next, click **REGISTER.**

NOTE: You will receive an email within 3 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.

3. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from FinalForms.
Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



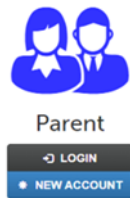
4. Create your new FinalForms password.
Next, click **CONFIRM ACCOUNT.**

FINAL FORMS

REGISTERING A STUDENT

IMPORTANT: You must create a **PARENT ACCOUNT** before you can add students.

1. **LOGIN** under the Parent Icon.



2. Locate and Click **ADD STUDENTS**
3. Complete New Student form. (Legal Name **MUST** match the name on the child's Birth Certificate) Then, click **CREATE STUDENT**
4. Complete all forms and sign your full name (first and last) in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move to the next from.
5. When ALL forms are completed, you will see a "Enrollment Forms Finished" message.

NOTE: To register additional students Click **MY STUDENTS**.

Then, repeat steps number 2 through 5 for each additional NEW student enrollment.

Your child's enrollment will not be complete until all necessary documents have been received and reviewed.