



WELCOME to Findlay City Schools!

If you are new to Findlay City Schools and need to register or re-register your child(ren) in grades 9-12 you will first need to register online thru FinalForms, and then once you have completed that, you will need to contact Sherry Grieser at Findlay High School to complete the enrollment process. The web address for FinalForms is as follows: <https://findlay-oh.finalforms.com/> The 2 pages at the end of this are the instructions for FinalForms.

Sherry's phone number is 419-427-5412, and her email is sgrieser@fcs.org. Feel free to contact her with any questions you may have.

Findlay High School is located at **1200 Broad Avenue**. Parking is available immediately in front of the building by entering at the stoplight across from College Street and following the driveway loop. Enter in the doors with FINDLAY HIGH SCHOOL above them. Enter the left side of those doors and The Main Office door is clearly marked. Our hours are **7:30 a.m. – 3:30 p.m, Monday-Friday**



Please allow at least 15 minutes per child to complete the paperwork.

In order to complete the registration of your child, you will need to provide the following items:

- ⇒ Proof of Residency in one of these forms (must be current and have parent name):
 - Lease or Rental Agreement
 - Tax Bill
 - Mortgage Statement
 - Bank Statement
 - Utility Bill
- Copy of building or purchase contract if you have not yet established residency
- OR notarized affidavit if residing with someone else and none of the above documents are in the parent's name (forms available at FCS Welcome Center)
- ⇒ Child's Birth Certificate – Ohio law requires we see an original or attested copy
- ⇒ Child's Immunization Record
- ⇒ Child's Social Security Card
- ⇒ Driver's License (or other parent photo identification)
- ⇒ Child custody papers and/or divorce decree, or guardianship documents if child is court-placed – per Ohio law, **a complete copy of all documents must be provided**

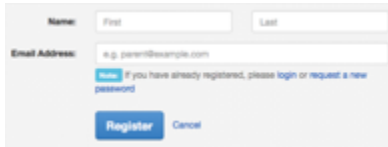
We look forward to meeting you and your child!

FINALFORMS

PARENT REGISTRATION

HOW DO I SIGN UP?

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



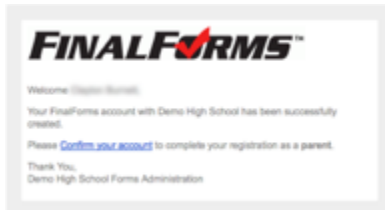
Name: First Last

Email Address:

Help if you have already registered, please [login](#) or [request a new password](#)

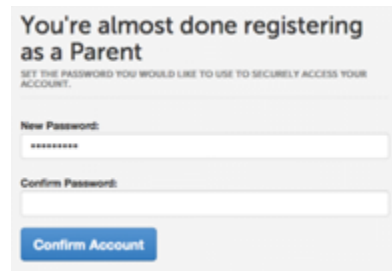


4. Check your Email and click **CONFIRM YOUR ACCOUNT** in the email text



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**



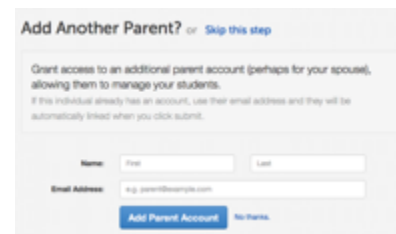
You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS 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? or [Skip this step](#)

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

If the individual already has an account, use their email address and they will be automatically linked when you click submit.

Name: First Last

Email Address:

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



REGISTERING A STUDENT

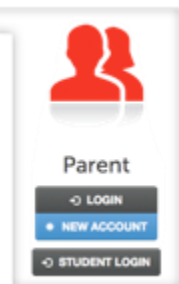
WHAT INFO WILL I NEED?

- 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.o

1. Go to <https://findlay-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, GRADUATION YEAR/GRADE and HOME ADDRESS then 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.o
5. **If your student is an athlete**, please assign your student to a sport by clicking a 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, if required
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