



REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- Insurance Company & Policy Number
- Hospital Preference

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://southeastapplecreek-oh.finalforms.com>

2. Click **LOGIN** under the Parent Icon.



Parent

LOGIN

NEW ACCOUNT

3. Click **REGISTER STUDENT**

4. Type in LEGAL NAME and other basic information about the student. Click **CREATE 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 (*i.e.* '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***** If required, an email will automatically be sent to the email address that you provided for your Student prompting him/her to sign required Student forms.

HOW DO I REGISTER ADDITIONAL STUDENTS?

Click MY STUDENTS. You may repeat steps 3 through 7 for each additional Student.

HOW DO I UPDATE INFORMATION?

LOGIN at any time and click **UPDATE FORMS** to update information for any Student.