Carrollton Elementary School

Online Kindergarten Registration
2020-2021 School Year

Welcome Little Warriors!

Carrollton Schools kindergarten is open to all students who live in the district and will be at least 5 years old by August 1st.

Since we are still under the stay-at-home order, we will be holding our Kindergarten registration online. We will be using Final Forms, an online software program, for you to register and upload documents.

We have outlined instructions below on how to access the program, register for a new account and add your child's information.

It is necessary to have the documents listed to the right when you begin registering your child.

Once you have registered online, we will review your information and reach out to you if we need any further documentation.

Documentation Needed:
• Birth Certificate
• Immunization Records
• Parent Driver's License or State ID
• Two Proofs of Residency examples:
  • utility bills
  • mortgage, rental or lease agreement
  • voter registration card
  • change of address confirmation from the post office
• Names, addresses and phone number of family physicians, preferred hospitals and dentist would be helpful
• Custody Papers (if applicable)
• Copy of Current IEP and ETR (if applicable)

https://tinyurl.com/CEVSDOnlineregistration

If you need help, please contact Amanda Mills amanda.mills@carrolltonschools.org or Craig Rodgers at craig.rodgers@carrolltonschools.org and we will be happy to assist you!

C CARROLLTON   Carrollton Exempted Village Schools

Parent
⊷ LOGIN
❋ NEW ACCOUNT

Student
⊷ LOGIN

Staff
⊷ LOGIN

Admins, **Coaches**, **Teachers** and **Medical Staff**
Please click **LOGIN** above

FinalForms

Parent registration

How do I sign up?
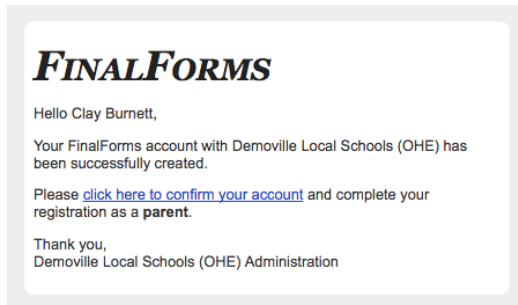
1. Go to: https://carrollton-oh.finalforms.com/

2. Locate the parent icon and click **NEW ACCOUNT** below.

3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.

   NOTE: You will receive an email within 2 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.

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

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

6. Click **REGISTER STUDENT** for your first child.

FinalForms

FINALFORMS™

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

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

1. Go to: https://carrollton-oh.finalforms.com/

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

Parent

🔾 LOGIN
◆ NEW ACCOUNT

3. Locate and click the **ADD STUDENT** button.

4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.

5. **If your student plans to participate in a sport, activity, or club**, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.

6. Complete each form and sign your full name *(i.e. 'Jonathan Smith')* in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

Form Signatures

Parent Signature:

Your signature MUST match your name: **Clayton Burnett**

Student Signature:

Student must log in to sign.

Submit Form   Skip this form

7. When all forms are complete, you will see a 'Forms Finished' message.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt form your student to sign required forms.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student.

How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.