



# **FINAL FORMS™**

Here are the instructions for registering your student(s) into Final Forms.

- Go to <https://stmaryshelby-oh.finalforms.com>
- Click \*New Account\* under Parent Login
- Fill in your information
- Click Register down at the bottom of the page
- On the next page you will have to make a password
- Click continue at the bottom of the page
- At the top of the page click “Add Student”
  - This is where you will enter all your student(s) information. (Once you’re done with all of the information with your first student if you are registering other students you will need to click “Add Student” again)
- Preschool families:
  - Bring in your student(s) Child Medical Statement (each year), immunization record or exempt form, birth certificate, social security card and primary parent driver license copy for file before the first day of school.
  - New Student(s): We will need an immunization record or exempt form, birth certificate, social security card, records release/transfer and primary parent driver license copy for file before the first day of school.
- Once you’re finished with your registration and you have your forms turned into the office you will be notified once they’re registered

Thank you for choosing St. Mary School for your child(s) education.

Any questions please feel free to reach out:

419-342-2626

[kgarza@stmaryshelby.org](mailto:kgarza@stmaryshelby.org)

26 West St Shelby, OH 44875



# **FINAL FORMS™**

Here are the instructions for registering your current student(s) into Final Forms:

- Log into your email account you provided the school for the first primary parent listed
- Click on the email Final Forms sent letting you know your student was found in the system
- Click on the link in the email you received
- Click on each student and fill out the forms individually
- Once you finish all forms for each student, you can click the button at the bottom of the page submitting your registration
- We will contact you if we have any questions or need any documents.
  - Preschool Families**
    - Bring in your student(s) Child Medical Statement (each year), immunization record or exempt form, birth certificate, social security card and primary parent(s) driver license copy for file before the first day of school.

Thank you for choosing St. Mary School for your child(s) education.

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