FINALFORMS
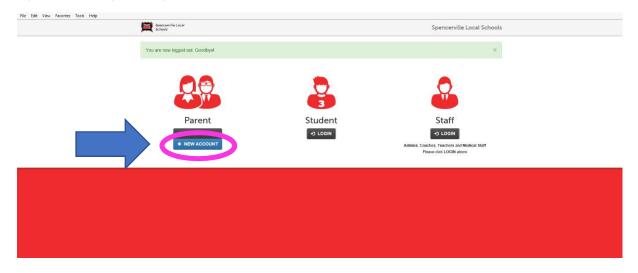
SPENCERVILLE LOCAL SCHOOLS

2500 Wisher Drive * Spencerville, OH 45887
Elementary (K-4): (419) 647-4113
Middle School (5-8): (419) 647-4112
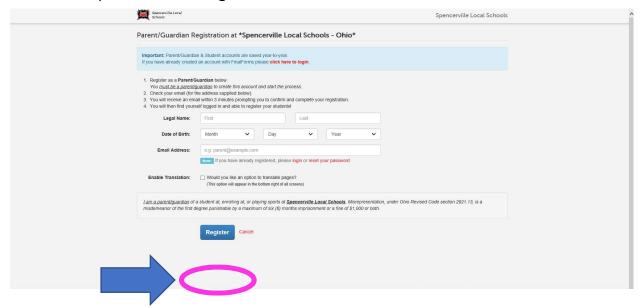High School (9-12): (419) 647-4111

Back-To-School Registration 19/20

Go to https://spencerville-oh.finalforms.com
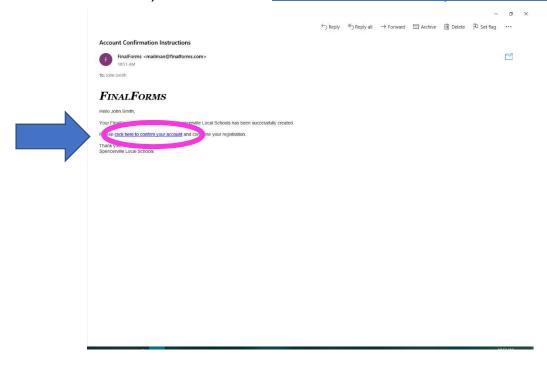Or visit www.SpencervilleBearcats.com and click on the Final Forms link.

1.) Your login page will look like this, click on "NEW ACCOUNT":

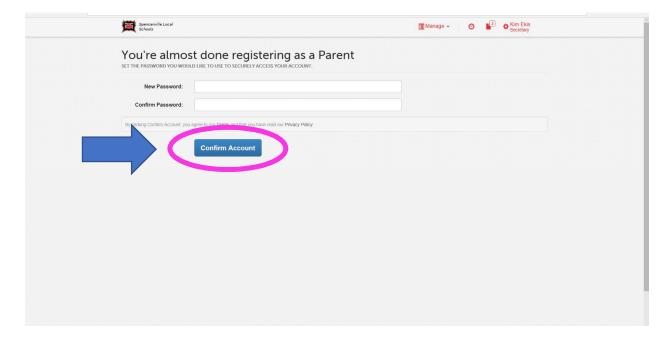2.) Complete the Parent/Guardian Registration page (you must have a valid email) and click "Register":
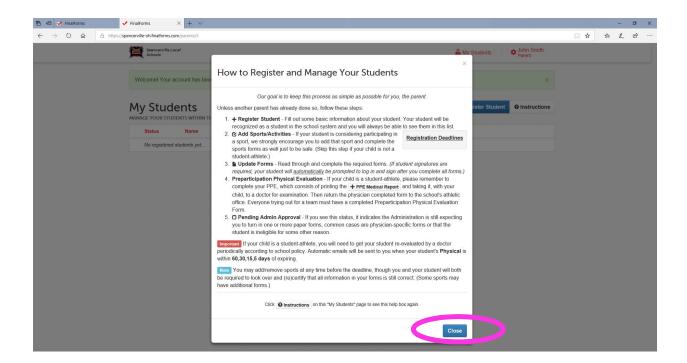
3.) Check your email for your Account Confirmation Instructions (usually within five minutes) and click on "click here to confirm your account":
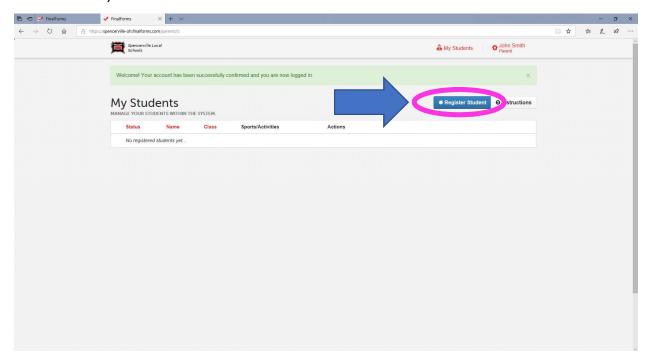

4.) You will then be prompted to create and confirm a new password:

5.) A pop-up screen will be next with detailed instructions on How to Register and Manage Your Students.

How to Register and Manage Your Students

Our goal is to keep this process as simple as possible for you, the parent.

Unless another parent has already done so, follow these steps:

1. **✚ Register Student** - Fill out some basic information about your student. Your student will be recognized as a student in the school system and you will always be able to see them in this list.
2. **☑ Add Sports/Activities** - If your student is considering participating in a sport, we strongly encourage you to add that sport and complete the sports forms as well just to be safe. (Skip this step if your child is not a student-athlete.)
3. **▮ Update Forms** - Read through and complete the required forms. *(If student signatures are required, your student will automatically be prompted to log in and sign after you complete all forms.)*
4. **Preparticipation Physical Evaluation** - If your child is a student-athlete, please remember to complete your PPE, which consists of printing the **✚ PPE Medical Report** and taking it, with your child, to a doctor for examination. Then return the physician completed form to the school's athletic office. Everyone trying out for a team must have a completed Preparticipation Physical Evaluation Form.
5. **❑ Pending Admin Approval** - If you see this status, it indicates the Administration is still expecting you to turn in one or more paper forms, common cases are physician-specific forms or that the student is ineligible for some other reason.

Important If your child is a student-athlete, you will need to get your student re-evaluated by a doctor periodically according to school policy. Automatic emails will be sent to you when your student's **Physical** is within **60,30,15,5 days** of expiring.

Note You may add/remove sports at any time before the deadline, though you and your student will both be required to look over and (re)certify that all information in your forms is still correct. (Some sports may have additional forms.)

Click **❓ Instructions** on this "My Students" page to see this help box again.

Registration Deadlines

Close

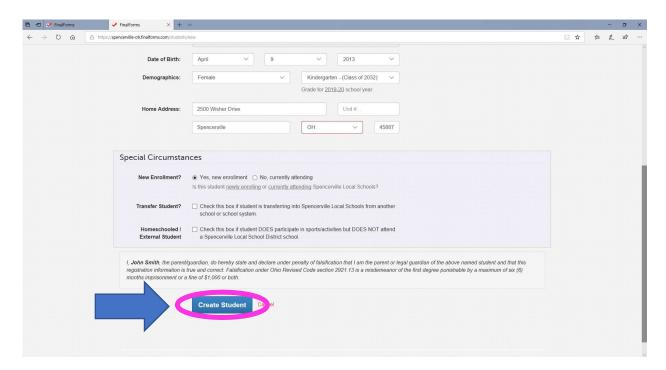6.) Click on "Register Student" or "Instructions" (if you would like further information):

6.) Complete the information requested to Register a New Student, please select the appropriate grade level for your student. (Please note a student email is <u>not</u> required for enrollment of elementary students. The email you **must use** for existing students in grades 5 12 is their school email:
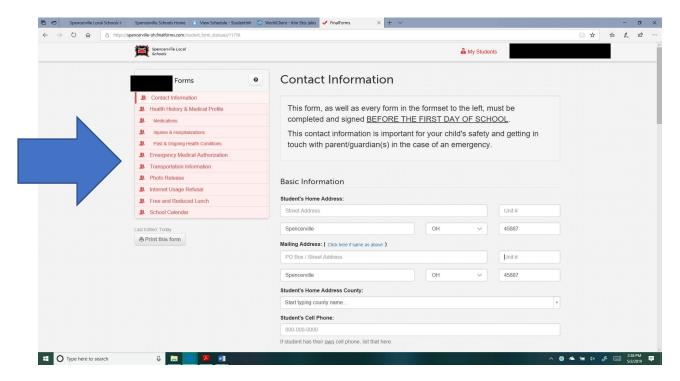
Grad Year + Student ID @ms.svbearcats.org
Example: 256734@ms.svbearcats.org

7.) Under "Special Circumstances" please select "No, Currently Attending". Click on "Create Student":

8.) At this time you will see the information that will be required to register your student. All links on the left that are red are incomplete. As you work your way through the forms and supply all required information they will turn yellow if they require the student to log in and sign off and then green to show they are complete.

9.) Upon completion of entering all the forms you will be taken to the "My Students" screen. If necessary you can continue to add the remainder of your students.

BACK TO SCHOOL REGISTRATION WILL OPEN ON AUGUST 1. ALL FORMS MUST BE COMPLETED PRIOR TO SCHEDULE AND PLANNER PICK-UP FOR STUDENTS IN GRADES 5 THROUGH 12.

IF YOU DO NOT HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE OFFICE TO SCHEDULE A TIME TO COME IN AND USE A REGISTRATION STATION IN THE SCHOOL OFFICE.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:
Elementary (K-4): (419) 647-4113
Middle School (5-8): (419) 647-4112
High School (9-12): (419) 647-4111