



STUDENT REGISTRATION

1. Choose “Final Forms” under the Parents/Community menu on Archbold’s website.
 2. Click on the “Final Forms Login” link on the left.
 3. Create a **NEW ACCOUNT** in Final Forms.
 4. Check your email and confirm your newly created Final Forms account.
 5. Go back to the Final Forms login page and log into Final Forms with your newly created account.
 6. Choose whether you want another parent/guardian to have access to your registered student information.
 7. Click **REGISTER STUDENT** and enter information.
- ** No Student email is required for grades PK-4**
8. If your student is an athlete, assign your student to a sport by clicking the corresponding checkbox. Click Update Sports after making your selection. *(A sport selection can be changed anytime until the registration deadline.)*
 9. Sign your full name in the Parent Signature field at bottom of page.
 10. Click **SUBMIT FORM** to move to the next form.
 11. When all forms are complete, you will see a “Forms Finished” message.
 12. **An email that prompts students in grades 5-12 to complete forms that need their signature will only be sent after ALL parent forms are complete.**
 13. Click **MY STUDENTS** at top of screen. Click **REGISTER ANOTHER STUDENT** if needed. (Most common information, such as address and contact information, will automatically be copied for any additional students.)
 14. All student athletes must click the **+ PPE Medical** button to print medical history forms to take to the Physician’s Office for the required physical.
 15. Click on your name in upper right and log out. You may log back in at any time to update information on any form.

