

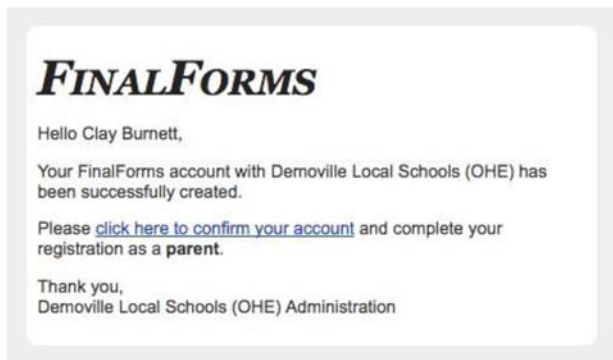


NEW PARENT ACCOUNT REGISTRATION

To register a student for Kindergarten for the 2021-2022 school year please follow the directions below.

Already have a Final forms account - If you have an existing student in our district and already have a parent account please login and go to step #5.

- 1 Parents new to the district will first need to create a final forms parent account. Please go to <https://louisville-oh.finalforms.com/> and choose the **New Account** button located below the parent option.
- 2 Next check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



- 3 Create your new FinalForms password and click **CONFIRM ACCOUNT**

The screenshot shows a web page titled "You're almost done registering as a Parent". Below the title is the instruction: "SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT." There are two input fields: "New Password:" and "Confirm Password:". Below the fields is a blue button labeled "Confirm Account".

- 4 Your account will be confirmed and you will be logged in, you can now proceed to the next page!

REGISTER MY KINDERGARTEN STUDENT?

CLICK TO SWITCH TO 2021-22
REGISTRATION

And for more information on 2021-22

5 Now that you are logged in, select the *** Add Student** button in the top right hand corner of your account window.

6 Fill out the basic student information and click **Create Student** at the bottom of the screen.

**Elementary students do not need an email address*

7 Choose the school your child will be attending- ***If you are unsure please call the school main office to confirm before choosing.***

- a. Louisville Elementary School main office- (330) 875 - 1177
- b. North Nimishillen School main office- (330) 875 – 2661

8 Now it's time to fill out the school forms. Please click on the Red forms on the left hand side of the screen. Fill out each screen and click **Submit Form** at the bottom when finished with each form. As you fill out each form and click the submit form button, you will notice they will turn green signifying the individual form is complete. When all forms are complete, you will see a **"Forms Finished"** message.


9 Now that your initial forms are complete you will need to provide the required documents listed below and any of the special situation documents which may pertain to your child. Please scan or take pictures of the required documents and upload them into final forms. In order to do so return back to the New Student Registration Process tab

 [New Student Registration Process](#)

then, scroll down to the manage documents section.

You may upload any of the below documents digitally

1. LABEL your document appropriately before or after upload.
2. UPLOAD DOCs, PDFs, and IMAGEs (JPG or PNG) only please!
3. If taking a picture, ENSURE image is clear and well-lit

 [Manage Documents](#)

To upload your document you will have to have a clear scanned copy or picture of the documents on the device you are working on. Click the Manage Documents buttons. Choose one document at a time to upload. Please name the document appropriately so office staff will know what it is you uploaded. If you have issues uploading your documents, please contact the school's main office Monday-Friday from 8:00 am to 2:00 pm.

Required Documents for Kindergarten Registration

- **Child's Birth Certificate or Passport** - An original (or certified copy) of student's Birth Certificate must be presented at registration.
- **Parent/Guardian Driver's License or State Issued ID Card** - Must be presented at registration appointment for proof of identity.
- **Student's Immunization Records** - Along with documentation from physician.
- **Proof of Residency** -
 - Home Owner - **Two** of the following must be presented: Tax Bill, Mortgage Coupon, Insurance Statement, Declaration Pay Check Stub, Bank Statement, Signed Purchase Agreement with Occupancy Date
 - Tenant - Signed Lease Agreement with Property Owner
If parent/guardian residing with student in home of family or Friend refer to "Tenant" requirements

Only legal residents of the district may enroll. Misrepresentation may result in prosecution.

Special Situation Documents

- **Custody Decree** - (if applicable) Complete, current legal documentation must be presented at the time of registration. Notify registrar of any future revisions.
- **Guardianship** - (if applicable) Complete, current legal court documents must be presented at the time of registration.
- **Non-United States Citizenship Documents** - (if applicable) a legal, current Passport and Visa must be presented at the time of registration as well as the aforementioned items.
- **Special Education Paperwork** - (if applicable) The current ETR/MFE and IEP for students with disabilities, or the current Section 504 Accommodation Plan, or Gifted Identification information must be presented at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition.
- **Free and Reduced Meal Parent Disclosure Form** - (if applicable)
- **Free and Reduced Meal Application** - (if applicable)