

Kindergarten Registration

To register your child for Kindergarten through Urbana City Schools, please follow the steps below. You may begin this process starting on **Monday, April 11, 2022**.

Please note that students need to be 5 on or by August 1, 2022 in order to register for the 22/23 school year.

More information about the documents needed during your in-person appointment can be found within FinalForms after you create your account. After you have completed all of the online forms, you will need to call Robin Miller at (937) 653-1402 Option 1 between the hours of 8:30 am and 3:00 pm to schedule an appointment for a screening time. **All online forms must be completed before you can schedule an appointment.** Kindergarten screening dates are scheduled for May 23, 24, 25 and 26.

***If your child currently attends preschool within Urbana City Schools AND you already have a Final Forms account, please skip down to the directions that begin with “IF YOU ALREADY HAVE A FINAL FORMS ACCOUNT” (found on page 4). It is very important that you DO NOT try to create a new account or enroll your child as a new student.**

****If your child does not attend preschool within Urbana City Schools, continue with the directions listed below**

If you do not have a FinalForms account and your child does not attend preschool within Urbana City Schools:

How Do I Register My Child?

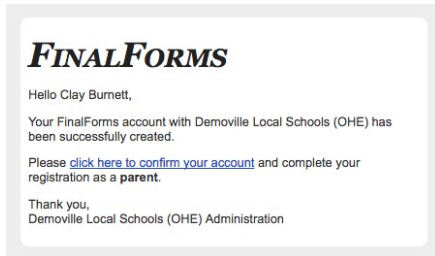
1. Navigate to <https://urbana-oh.finalforms.com/>
2. Choose the blue **NEW ACCOUNT** button under the Parent Icon



3. Type **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 cannot 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 FinalForms. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



5. Create your new FinalForms password. Next, click **CONFIRM YOUR ACCOUNT**.
6. **CLICK THE BLUE BUTTON TO SWITCH TO THE 22-23 SCHOOL YEAR BEFORE YOU REGISTER YOUR CHILD**



7. Click **REGISTER STUDENT** for your first child.
8. Locate and click the **ADD STUDENT** button located in the upper right.

9. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
10. Complete each form and sign your full name (i.e. 'Clayton Burnett') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form. As you begin finishing forms, they will turn from red to green to show you have completed everything with that page.

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](#)

11. When all forms are complete, you will see a “Forms Finished” message.
12. Once your forms have been completed, please call Robin Miller at (937) 653-1402 Option 1 between the hours of 8:30 am and 3:00 pm to schedule an appointment for a screening time.

How do I register additional students?

Click **MY STUDENTS**. Then repeat steps 7-11 for each additional student.

How do I update information?

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

How will FinalForms communicate with me?

FinalForms will communicate with parents through email notifications. Please be sure to provide a working email address.

What if I do not have access to a computer or mobile device?

Please contact Kelli Marsh at 937-653-1453 ext 2126

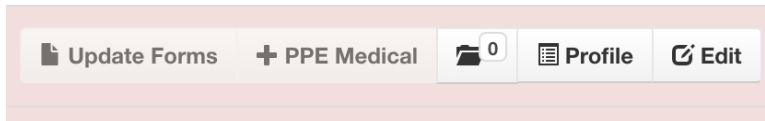
*Please note that some forms, such as the Student Handbook, have not been updated yet for the 22-23 school year.

IF YOU ALREADY HAVE A FINALFORMS ACCOUNT:

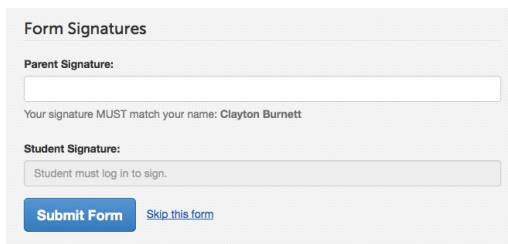
1. Navigate to <https://urbana-oh.finalforms.com/>
2. Choose the black “Login” button under the Parent Icon



3. Click “Update Forms”



4. This will move your child from PK to KDG and will open up the forms needed for Kindergarten registration and for the 22-23 school year.
5. Complete each form and sign your full name (i.e. ‘Clayton Burnett’) in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form. As you begin finishing forms, they will turn from red to green to show you have completed everything with that page.

A form titled "Form Signatures". It has two signature fields. The first is labeled "Parent Signature:" and has a text input field below it. Below the input field is the text "Your signature MUST match your name: Clayton Burnett". The second is labeled "Student Signature:" and has a text input field below it with the text "Student must log in to sign." at the bottom. At the bottom of the form are two buttons: a blue "Submit Form" button and a smaller link "Skip this form".

6. When all forms are complete, you will see a “Forms Finished” message.
7. Once your forms have been completed, please call Robin Miller at (937) 653-1402 Option 1 between the hours of 8:30 am and 3:00 pm to schedule an appointment for a screening time.

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