Enrollment and Registration

Welcome to the Urbana City School District! If you are enrolling a new student to the District, you will find all of the information that you need on this page.

All forms will need to be filled out online through FinalForms. You will also need to call to schedule a registration appointment with the Registrar, 937-653-1402 Option 6. This appointment **MUST** be done in person and a picture ID will be required. Appointments are scheduled to expedite the process and prevent parents/guardians from having extended wait times.

Appointments take place at:
Urbana City Schools
711 Wood Street
Urbana, Ohio 43078

More information about the documents needed during your in-person appointment can be found within FinalForms after you create your account.

**How Do I Register My Child?**

2. Choose the blue **NEW ACCOUNT** button under the Parent Icon
3. Type YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.
4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from FinalForms. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.

![FinalForms Email]

5. Create your new FinalForms password. Next, click **CONFIRM YOUR ACCOUNT**.

6. Click **REGISTER STUDENT** for your first child.

7. Locate and click the **ADD STUDENT** button located in the upper right.

8. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.

9. If your student plans to participate in a sport, activity, or club, then click the checkbox for each. Then, click **UPDATE** after making your selections.

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.

11. When all forms are complete, you will see a “Forms Finished” message.

**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 the Registrar at 937-653-1402 Option 6