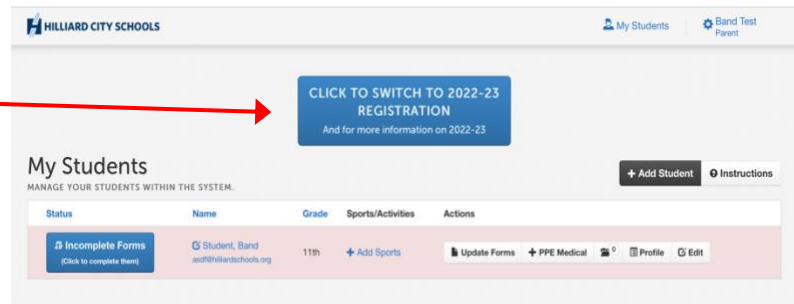


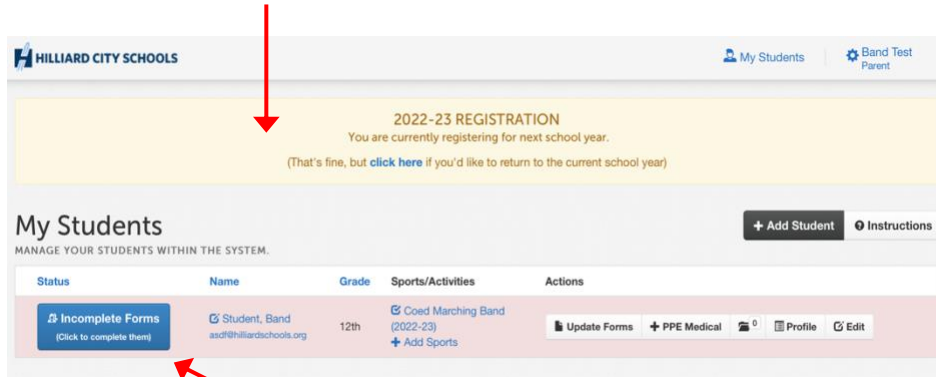
# Accessing and Completing forms via *FinalForms*

1. Create an account OR log-in to your existing Parent FinalForms account using the process described in the **ParentPlaybook** document. If you have not added your student, please also refer to that document for instructions on doing so.

2. Once you are logged in as a parent, select “Click to Switch to 2022-23 Registration”.



3. Follow the prompts until you see the yellow box at the top of your screen, as shown below.



4. Select “Incomplete Forms (Click to complete them)”. You may be asked to enroll or verify what fall sport your student plans to do. Everyone please select “Fall 2022-23 Coed Marching Band”. **Color Guard students- do not select color guard.** We want all forms in the same place.

*\*Ignore the 4/30/2022 enrollment date. That is an error we are working to resolve.*

5. Start completing forms from the list in red on the left hand side. All forms must be completed. If the form is not listed below, please complete the form appropriately, reading all materials and signing when applicable.

6. Once a parent/guardian has completed the forms, these items will populate in the student’s account. Students must then log in to their separate account and sign all necessary forms. Once both parent and student have completed and signed all forms, you should get a message that says your forms are complete.

## Special Forms - Read Carefully.

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A screenshot of a web interface titled "Band Student's Forms". It displays a list of 17 form categories, each with a red icon on the left. Red arrows point from the text on the right to the following items in the list: Handbook Acknowledgement, Parent Meeting Acknowledgement, OHSAA Preseason Meeting Presentation, OHSAA Student Athlete Eligibility, Concussion Acknowledgement, ImPACT Testing Consent, Sudden Cardiac Arrest Awareness, and OHSAA Authorization.

Form Category
Contact Information
Health History & Medical Profile
Medications
Injuries & Hospitalizations
Past & Ongoing Health Conditions
OHSAA PPE Physician Questions
OHSAA COVID-19 PPE Questions (Optional)
Emergency Medical Authorization
Covid-19 Waiver of Liability
Travel Permit
Risk Acknowledgement
Handbook Acknowledgement
Parent Meeting Acknowledgement
Pay to Participate
OHSAA Preseason Meeting Presentation
OHSAA Student Athlete Eligibility
Concussion Acknowledgement
ImPACT Testing Consent
Sudden Cardiac Arrest Awareness
OHSAA Authorization
OHSAA PPE Physical (for Physicians)

The following forms do not apply to us, but must be completed anyway. Please read these instructions carefully.

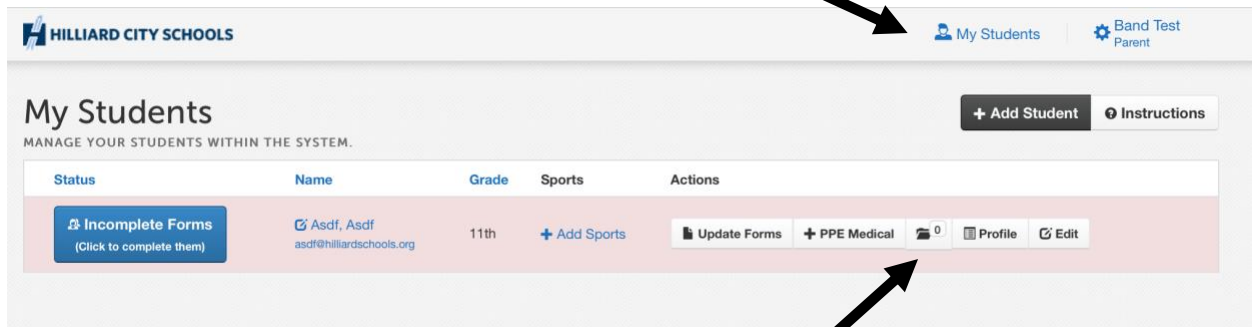
- **Handbook Acknowledgement** - this is for the Athletic Handbook, not the Marching Band Handbook. Ignore the content and Sign anyway.
- **Parent Meeting Acknowledgement** - this is for the Athletic parent meeting with coaches and ADs. Ignore the content and Sign anyway.
- **OHSAA Preseason Meeting Presentation** - again, for athletes only. Ignore the content and Sign anyway.
- **OHSAA Student Eligibility** - This does not apply to us at all, but you must make selections. Select all options that are NOT red, then Sign.
- **ImPACT Testing Consent** - This is granting permission for your student to be baseline tested for concussion injuries. We recommend you select the box that reads *"Please check this box if you DECLINE to grant permission for your child to be baseline tested"*, then Sign.
- **OHSAA Authorization** - this is more language about athlete eligibility. Ignore the content and Sign anyway.

### 7. Student Health Physical Requirement (due by 5/27/22)

The last item is the physical verification from a physician.

- a. You Primary Care Physician should be able to assist with this if given the printed form populated through FinalForms or the OHSSA Pre-Participation Physical Form. Regardless, plan ahead to get this completed on time. If you need help navigating this requirement, please contact a director. **Due by 5/27/2022.**
- b. This is a requirement of Hilliard schools. We do not have control or the ability for leniency. If you have questions or concerns about why we require this, please contact a director.
- c. If you do not have a Primary Care Physician that can administer your child's physical, we recommend going to a walk-in health clinic. For example, the Minute Clinic at CVS offers a Sports Physical for \$69, insurance not accepted.
- d. **We must have a current physical on file at all times** as we do have activities throughout the entire year. Health physicals are valid for 13 months and can be uploaded/updated within FinalForms at any time. If you are a returning athlete/marcher and have a valid physical uploaded, please verify when it expires and make arrangements to get another physical when necessary.
- e. **At no time are you to bring your paper physical to the athletic office.** If you need help uploading your student's physical, please contact a band director.

8. **Uploading a Physical document** - Once you are logged-in as a parent, select “Student” at the top of your screen and you should see this window.

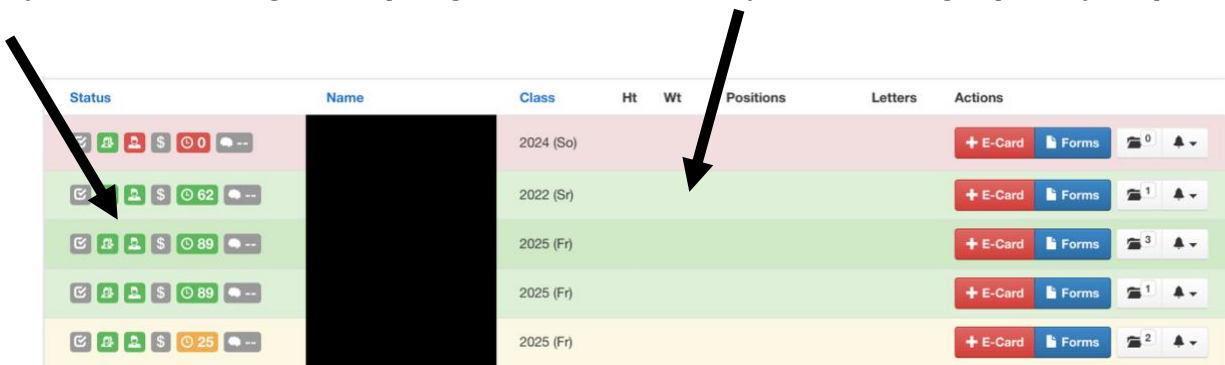


To upload a Health Physical, select the folder icon and an Upload window will appear where you can select your electronic file. I would recommend using an app to create a PDF of your paper physical. I personally recommend GeniusScan.

Once your physical is uploaded into FinalForms, your portion is done. Our staff here at Davidson will approve your physical and update your expiration clock. If there are issues with the physical, someone at the school will reach out to you.

**YOU'RE DONE!!!**

When you have successfully completed all your tasks, you should see **green** everywhere. The student's name should appear with green behind it, all your icons should be green, and your clock should be green. *Ignore the gray icons - those are not used by our program. Any yellow means things are expiring soon, and red means you are missing aspects of the process.*



*If you have questions, feel to reach out to the directors or contact the FinalForms support team: this link is found on the bottom right corner of most FinalForms pages.*

**Band Director Contacts:**

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