Beaver Local School District

Registration & Enrollment Using Final Forms
Are you looking to verify or update information in your child’s already existing Final Forms account?

Do you already have a student(s) attending BLSD and you, now, want to register another child?

Are you new to BLSD and want to enroll your child(ren) for the first time?

Let us help!
To begin, you can find a “Quick Link” to Final Forms on the Beaver Local School District webpage. Visit:  https://www.beaver.k12.oh.us
OR... you can simply type in [https://beaver-oh.finalforms.com](https://beaver-oh.finalforms.com). This address will take you directly to Beaver Local School District’s Final Form page.

Click **LOGIN** under the Parent icon if you are wanting to access/update your child’s already existing forms or add a student to your already existing account.

Click **NEW ACCOUNT** if you are new to Beaver Local School District and registering your child(ren) with the district for the first time.
The beauty of Final Forms is that it saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice!

At the beginning of each school year, you will receive notification that it is time to update your child’s Final Forms. If nothing has changed on a form, you simply sign at the bottom verifying that the information provided is correct.

At any point in time throughout the year your emergency medical, contact, or transportation information changes, please log into your Final Forms account and update your child’s information. Although the main office will be notified of these changes, you will want to inform your child’s classroom teacher(s).
If you have a middle school or high school student, it is required that they also verify the information provided by logging in as a student and adding their signature at the bottom of each form.

NOTE: Students must use their school email and password to sign in.

Student signature cells are located just below the parent signature. Until this step is completed by your middle school or high school student, their forms will remain at an incomplete status in Final Forms.
Adding A Student To Your Existing Account

If you have a child already enrolled in the district and need to register another child, you can simply click to add a student to your existing account. FinalForms pre-populates information wherever possible, for each of your students, saving you time.
Registering a NEW Student

If you are wanting to register a new student, you must begin by collecting the required documents listed below.

### Required Documents

- **Child's Birth Certificate**
- **Child's Social Security Card**
- **Parent/Guardian Identification**
- **Student's Immunization Records** - Required immunizations:
  - 5 Diphtheria, Pertussis, Tetanus/4 Polio/2 MMR /3 HEP B / 2 Varicella (all children entering K and 1st grade)

  Students not having complete records will be excluded from school for 3 weeks after their admission. This is in accordance with the ODH and BL Board Policy.

- **Proof of Residency** - Notarized residency affidavit/Rental Agreement/utility bill
A new feature has been added to Final Forms, making it even easier to collect those documents required for enrollment. Final Forms will now allow you to upload pictures/scanned images directly into your child's online account.

Please name your uploaded documents accordingly:

1. Birth Certificate
2. Social Security Card
3. Parent/Guardian Identification
4. Immunization Records
5. Proof of Residency

Note: If the image uploaded is of poor quality making it hard to read, lacking important information, or unprintable, the district will contact you and request that the original copies be brought into the school. In this event, a hard copy will be made and the original document will be returned to you.
Additional documentation that may be required:

**Kindergarten Only**
- Physical Examination Form
- Oral Assessment Form

Not currently a requirement for BLSD. Completed during "Early Impact"/Kindergarten Screening

**Transfer Student Only**
- Records Request Form
- Report Card - from previous school if enrolling in grades 1-9)
- Transcripts - (from previous school if enrolling in grades 10-12)

**Special Situations**
- Proof of Custody - (if applicable)
- Guardianship - (if applicable) Complete, current legal court documents must be presented at the time of registration.
- Special Education Paperwork - (if applicable) IEP/504 Plan
- Free and Reduced Meal Parent Disclosure Form - (if applicable)
- Free and Reduced Meal Application - (if applicable)

**IF any of these apply to you, please name your uploaded documents using the corresponding bold text.**
Important information regarding your child’s Final Forms account.

● A student’s Final Forms account must be created and maintained by the parent/legal guardian.
  ■ Notices from Final Forms and BLSD will often come to you through the email you provide
  ■ Parent/Legal Guardian must provide a working email address for an account that they regularly access.

● Each registered child will only have one account, no matter the marital status of the parents.
  ○ If both parents create an account for a child, this information is shared through Final Forms.
  ■ Agreement between parents is crucial to avoid unwanted changes to student information.

● Custodial information must match court documentation
  ○ If court documents, regarding custody exist, please be sure that they are on file in the main office.
    ■ One parent cannot take away another parent’s rights if there is not court paperwork to support their claim.
    ■ If you have custodial information in Final Forms, BLSD will require you to provide the court documents in order to abide by your established Parenting Plan.
  ○ Ensure that the “relationships” of people to the child listed for emergency contacts are accurate.
    ■ A parent cannot list a “significant other” as stepfather/mother if not married.
    ■ If the appropriate description for a person listed on the emergency medical/contact form is not available, choose “other”.

Required documentation must be submitted by the start of the new school year.

Failure to provide the required documentation may result in denial of enrollment.
Questions & Support

If you have any questions or require assistance to complete Final Forms call Beaver Local Schools @ 330-386-8700 or stop by the main office.

Summer Hours:

Monday - Friday, 8:00 a.m. - 2:00 p.m.

Normal School Year:

Monday - Friday, 7:00 a.m. - 4:00 p.m.