

**Northwest Local School District
New Student/Kindergarten Registration Process**

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We are very excited to announce that Northwest Local Schools have partnered with **FinalForms**, an online forms and data management service. **FinalForms** allows you to complete and sign enrollment, back-to-school and athletic participation forms for your students. The most exciting news is that **FinalForms** saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! **FinalForms** also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Click on the Parent Playbook (attached) to get started in **FinalForms**. If you require any support during the process, scroll to the page bottom and click "Use Support."

We are asking that ALL parents use FinalForms.

Please register at: <https://northwestindians-oh.finalforms.com> and follow the prompts to create your account, create your students and sign your forms.

Note: If your student is NEW to the district (kindergarteners and transfers), please be sure to click the "New to District" checkbox when registering your student.

In addition to the online registration forms, parents must provide the following documents to complete the registration process:

- Child's birth certificate
- Proof of residency (2 forms – 1 utility bill **and** 1 rental agreement or mortgage statement)
- Child's social security number
- Parent's Photo ID
- Child's immunization record
- Custody papers (if applicable)

The required documents must be dropped off at the Central Office by 5:00 p.m. on April 5, 2019.

An appointment for the kindergarten screening day in April will be scheduled when the documents are returned and the online forms have been submitted.

Thank you for your assistance in streamlining our paperwork processes at Northwest Local Schools.

Jessica Brown
District Registrar
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