

# FINAL FORMS™

## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- Insurance Company & Policy Number
- Hospital Preference

### HOW DO I REGISTER MY FIRST STUDENT?

**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you may Jump to Step 3.



Parent

1. Go to <https://delcom-in.finaiforms.com>

2. Click **LOGIN** under the Parent Icon



3. Click **INCOMPLETE FORMS**



4. If your student plans to participate in a sport, activity, or club please click the checkbox for each. Click **UPDATE** after making your selection

*NOTE: A selection can be changed any time until the registration deadline*

5. Complete each form and sign your full name (i.e. 'John Smith') into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

6. When all forms are complete, you will see a 'Forms Finished' message **Forms finished!**

7. **\*\*\*IMPORTANT\*\*\*** If required, an email will automatically be sent to the email address that you provided for your Student prompting him/her to sign required Student forms

### HOW DO I REGISTER ADDITIONAL STUDENTS?

8. Click **MY STUDENTS**. You may repeat steps 3 through 6 for additional Students

### HOW DO I UPDATE INFORMATION?

9. **LOGIN** at any time and click **UPDATE FORMS** to update information for any Student.