

# Complete school forms online

To assist our families with the tedious annual ritual of completing all sorts of school forms, NDCL has partnered with FinalForms.com to streamline this arduous process. FinalForms.com enables parents to complete nearly all of their school forms, including:

- emergency medical authorization and health concerns
- activity participation, including athletics
- pre-participation physical form for sports and all PE classes
- parent volunteer opportunities and Athletic Booster membership
- media and photo release

FinalForms.com is easy to use. Just follow these very simple steps:



## FinalForms directions for families NEW to NDCL:

- You'll be able to complete all forms in about 10 minutes if you have the following when you sit down at your computer:
  - ✓ Your child(ren) because they will need to electronically sign some of the forms
  - ✓ Email addresses for you and each child enrolled
  - ✓ Family physician and dentist contact information
  - ✓ Your medical insurance information (provider and account number)
- Create your account here: <https://ndcl.finalforms.com/>
- You will immediately receive an email to confirm your account. Didn't get the email? Be sure to check your spam folder.
- After confirming your account, you will click ADD STUDENT to add your first enrolled child to your account.
- After entering student information, click CREATE STUDENT.
- You will now assign your child to his or her sports and activities, if any. ALL freshmen and sophomores need to be assigned to PE/Strength & Conditioning because all of these students must take PE or Strength and Conditioning classes.
- Click UPDATE SPORTS to confirm your entries.
- Now complete the various forms that appear in the menu on the left side of the screen. To sign each form, enter your full name as you entered it when you created your FinalForms account. Click SUBMIT FORM after you have signed each form.
- If you wish to add another child, click MY STUDENTS at the top of the screen and then click ADD STUDENT. Your contact information from your first child will be automatically copied to each additional child's forms, saving you loads of time.
- When all forms are complete, you will see a FORMS FINISHED message. An email will automatically be sent to the email address(es) of your child(ren) with a link so that each child can sign his or her forms. The process is not complete until students sign the forms that require their signatures!

## Directions for RETURNING families:

- Log on to your account: <https://ndcl.finalforms.com/>
- If necessary, update information.
- Only if you have a new student, click ADD STUDENT.
- Complete and electronically sign all of the forms listed on the right side of your screen.
- When all forms are complete, you will see a FORMS FINISHED message. An email will be sent to the email address(es) of your child(ren) with a link so that each child can sign his or her forms. The process is not complete until students sign the forms that require their signatures!

## Frequently asked questions . . .

- I am a returning parent. Do I create a new account?  
No, the beauty of FinalForms is that your information carries over from year to year. Just log in and follow the directions in the box to the left on this page.
- What if I forgot my password?  
The FinalForms site has a "forgot password" link.
- What if I have questions or problems?  
Mr. Andrew Mooney will be happy to help. Email him at [andrew.mooney@ndcl.org](mailto:andrew.mooney@ndcl.org) or call him at 440.279.1070.