



1724 Woodman Drive  
Kettering, OH 45420  
937-256-3777  
937-256-7655 Fax  
[www.daytonstemschool.org](http://www.daytonstemschool.org)  
EIN 26-2955857

Dear STEM Families,

The Dayton Regional STEM School has partnered with FinalForms, an online forms and data management service that will be replacing paper forms. FinalForms allows you to complete and sign enrollment and back-to-school forms for your students. The most exciting news is that FinalForms saves data from 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.

We are asking that ALL parents of students use FinalForms beginning the 2021-2022 school year. Please review the Parent Playbook on pages 2-4 of this packet for account set-up instructions, then go to <https://daytonstem-oh.finalforms.com/> to get started. If you require any support during the process, scroll to the page bottom and click "Use Support".

Thank you for your assistance in streamlining our paperwork processes. We're excited for a great new school year with your family!

Molly Johnson  
Senior Data Reporting Specialist  
Admissions and Enrollment Coordinator  
[molly.johnson@daytonstemschool.org](mailto:molly.johnson@daytonstemschool.org)



Online registration for school, sports, and more.

## FinalForms PARENT registration

How do I get started?

**First, you must have access to an email address. If you do not, please skip to the 3rd page, titled: "I don't have an email address".**

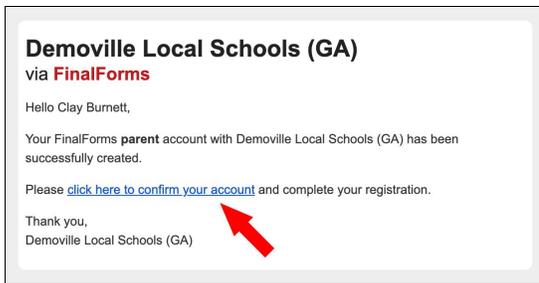
1. Check your email for an **ACCOUNT CONFIRMATION** email from the mailman@finalforms.com.



*NOTE: FinalForms will send an ACCOUNT CONFIRMATION email on behalf of your school. If you do not receive an email, then check your spam folder. If you still can not find the FinalForms email, please contact your school's main office or email [support@finalforms.com](mailto:support@finalforms.com) so the support team can help.*

2. Open the email, click the **CONFIRM YOUR ACCOUNT** link in the email text.

Clicking this link will take you to FinalForms in your browser (  Chrome,  Safari, etc.).



3. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.

Clicking this button will confirm your account and you will be logged in.



*Please skip to **number 3 on the next page!***



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## FinalForms STUDENT registration

### What information will I need?

Basic medical and health history as well as preferred hospital, doctor, dentist, medical specialist, and insurance information.

### How do I register my first student?

*IMPORTANT: If you followed the steps on the previous page, skip to **number 3**.*

1. Go to: <https://daytonstem-oh.finalforms.com/>
2. Click **LOGIN** under the parent icon. Login using your email and password.



3. Locate and click the **INCOMPLETE FORMS** button for the student you wish to register.
4. **If your student plans to participate in a sport, activity, or club** then click the checkbox for each. After making your selections, click **UPDATE**. Selections may be changed until the registration deadline.
5. Next, complete each form and sign your full name (*i.e.* 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** to go to the next form.

Required Form Signatures

Parent/Guardian Signature:  
Your signature must match your name: Mark Anthony

Student Signature:  
Student must log in to sign.

Note: Lynwood will be emailed instructions on how to login and sign, only after you have signed all forms.

**Submit Form** [Skip for now](#)

6. When all forms are complete, you will see a **FORMS FINISHED** message.

*IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student. This email includes instructions and a link to help your student sign forms.*

### How do I register additional students?

Click **MY STUDENTS**. Then, repeat numbers 3 through number 7 for each additional student.

### How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.



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## I don't have an Email Address

**Q: How do I set up an email address?**

A: Open any browser (  Chrome,  Safari, etc.). Type the following web address into the bar near the top of your browser: <https://accounts.google.com/signup> Follow instructions to create a FREE email address address.

**Q: Why do I need an email address?**

A: You will confirm your FinalForms account via email. Plus, your school sends enrollment, eligibility, health, & safety info via email.

**Q: Do I have to check my email?**

A: Yes! Why? So you don't miss important deadlines that could leave your child on the sidelines or ineligible for opportunities. ***No FinalForms means no playing time!***

**Q: Can someone help me?**

A: Yes. We recommend visiting your school or library for help with setting up your email address -AND- connecting it to your phone, tablet, or computer.

***IMPORTANT: Tell your school's main office about your new email address!***