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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".**

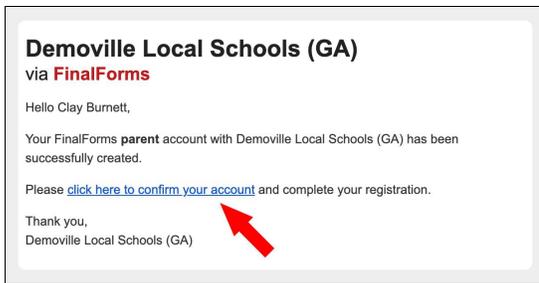
1. Check your email for an **ACCOUNT CONFIRMATION** email from the mailman@finalforms.com.



*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.



Online registration for school, sports, and more.

## 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!***

# PROGRESS BOOK

Progress Book is used by teachers, parents and students to monitor grades, missing assignments and progress throughout the school year. Parents and students have separate log in information.

All returning to DRSS students/parents will use their existing account information. If you need a password reset, please contact Molly Johnson ([molly.johnson@daytonstemschool.org](mailto:molly.johnson@daytonstemschool.org)).

All NEW students/parents should follow the following directions:

## Creating your Account

To watch a video of how to create your account, please go to: [Create Your Account - Progress Book](#)

\*Note: To create your own Student/Parent account – you will need the registration keys provided by DRSS.

1) Student Registration Key

2) Parent Registration Key

STEP 1: [SIGN UP HERE](#) (paccess.mveca.org/district)

STEP 2: On the District page – Select Dayton Regional STEM School



STEP 3: On the Progress Book Sign In page, click SIGN UP:



STEP 4:

Dayton Regional STEM School

Select the type of account you would like to create:

**Add Another Child to Your Parent Account**  
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

Link student ←

**New Parent Account**  
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

I am a parent ←

**New Student Account**  
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

I am a student ←

Cancel

STEP 5: Whichever option you chose in Step 4, you will follow the prompts in Step 5. Here is a screen shot for Parent Registration. For student registration, repeat step 3 and 4. If you have an existing Parent account and would like to add your new to DRSS student – please repeat step 3 and 4 – choosing “Link Student”.

Dayton Regional STEM School

Create a parent account

1 Your Contact Information

First Name:

Last Name:

Email:   
(Used for password reset requests and teacher communication)

Re-enter Email:

2 Account Details

User name:

Password:

Re-enter Password:

3 Link Students to Account

Student 1

Registration Key:

First Name:

Last Name:

Date of Birth:

Tasks:

or



An account creation confirmation message displays, and you can now sign in to ProgressBook.

If you continue to have any problems, please contact Molly Johnson – [molly.johnson@daytonstemschool.org](mailto:molly.johnson@daytonstemschool.org)

# SCHOOLGY

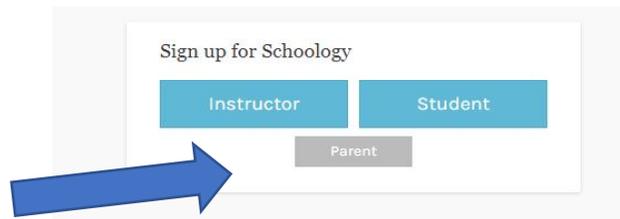
Schoology is used by teachers, parents and students to see and submit assignments and is also a great tool for communicating during the school year. Parents will need the 12 Digit Registration Code, provided by the school.

All NEW parents should follow the following directions:

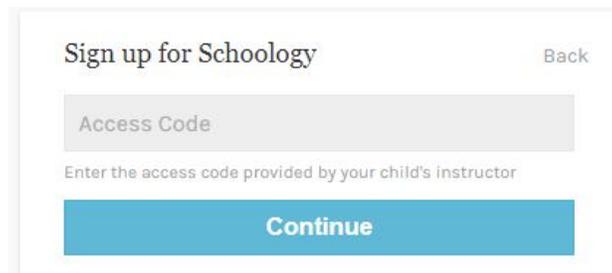
## Creating your Account

STEP 1: Use this link: [DRSS Schoology Parent Access](#)

STEP 2:



STEP 3: Enter your student's ACCESS CODE that is provided by the school. This is a 12-digit code (xxxx-xxxx-xxxx). When using this ACCESS CODE to create an account, you will be automatically associated to your student.



STEP 4: Fill out the form with your information.

STEP 5: Register!

STEP 6: Do you have more than one student at DRSS? Click the "ADD CHILD" button to enter additional student with their unique ACCESS CODE.

Dear Parents,

We have made the decision to change our vendor that we use for Fee Collection, our Lunch Program and our After School Program. This program will also give us the flexibility to collect monies for STEMMersion trips, field trips, etc. We think you will like how it works. All student lunch balances and after school balances from previous years have been transferred to the new program.

[www.ezschoollapps.com/ParentLogin.aspx](http://www.ezschoollapps.com/ParentLogin.aspx)

The next page of this letter provides detailed set-up instructions. For your convenience, we have already created your account using the emails that we have on file for you. The first time you log in, you will click "Forgot your password". You will be able to then create your own password. If for some reason, it says your email was not found, please contact Molly Johnson ([molly.johnson@daytonstemschool.org](mailto:molly.johnson@daytonstemschool.org)) to see what email address we had on file.

Thank you,

The Dayton Regional STEM School

# EZ School Apps

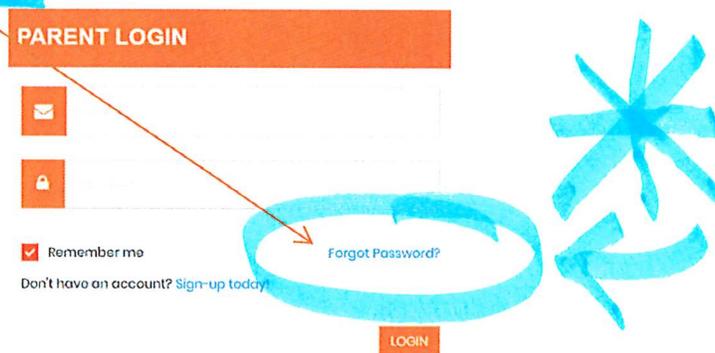
## Parent Signup Instructions

### Overview

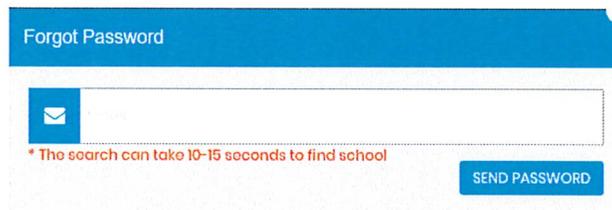
For your convenience, the school has already created your account using the email they have on file for you. Please note if you are a returning customer you may log in with your previous password. If you have forgot your password or want to change it, follow the directions below.

### How to Setup your Password

1. Please Start by going to [www.ezschoollapps.com/ParentLogin.aspx](http://www.ezschoollapps.com/ParentLogin.aspx)
2. Click on **Forgot Password**



3. When prompted enter your email address and click **Send Password**



4. Lastly check your email for the link to set your password.
5. If your email is not found, please check with your school to see which email they used

### Additional Instructions

If you need instructions on how to use the app, depending on the school settings, you will see one of the options below. All you need to do is click on "Download Instructions".

**Meal Preorder**

[Download Instructions](#)

**Meal Payment**

[Download Instructions](#)