

Uploading Documents in FinalForms

If you have a student who is already actively enrolled in FinalForms, you'll log on to your parent account and click on the folder icon for your student on your homepage. From there you will click on the file you want to upload



My Students
MANAGE YOUR STUDENTS WITHIN THE SYSTEM. + Add Student

Status	Name	Class	Sports/Activities	Actions
Eligible!		2029	+ Add Activities	Update Forms + PPE Medical 0 Profile Edit
Eligible! Physical expires on 7/23/21 (in 325 days)		2026	+ Add Sports/Activities	Update Forms + PPE Medical 0 Profile Edit

If your student is new to the district or your student's physical has expired, you can upload your required documentation when you register your student on FinalForms or as you get updated forms.

- Under the New Student Registration Process form, there is a section where you can upload files.
- Scan your files on a scanner or take photos of the documents.
 - All files must be in PDF, JPG or PNG format. ***If uploading an image (JPG or PNG), you will need to make sure you change the name of the second image.***
 - You can scan the physical form (both sides) by opening the 'Notes' Application on your student's iPad and there is a camera icon on the bottom. When you choose that, one of the options is to scan a document, you can then email it to the parent's email to upload the PDF or you can login to the Parent account on FinalForms (on the student iPad) to upload it.
- Click the Manage Documents button and upload the saved files from your device to Final Forms.



You may upload any of the below documents digitally

1. **LABEL** your document appropriately before or after upload.
2. **UPLOAD** DOCs, PDFs, and IMAGES (JPG or PNG) only please!
3. If taking a picture, **ENSURE** image is clear and well-lit

Manage Documents

Required Documents

- **Physical Examination Form** - Good for 2 years; Both sides of Athletic Physical should be uploaded.
- **Copy of Insurance Card** - Information entered into the FinalForms website (*was previously on the Emergency Medical Authorization Form; FinalForms has added a new form that will make a parents account not eligible if the form is marked as not having Insurance*). Please upload a copy of your insurance card to your documents section). ***Health Insurance is required for ALL athletic participants. We are not able to override this need. Please talk to your schools front office or Athletic Office for information on other health insurance options available.***

Special Situations

- **Custody Decree** - (if applicable) Complete, current legal documentation must be presented at the time of registration. Notify the registrar of any future revisions.
- **Guardianship** - (if applicable) Complete, current legal court documents must be presented at the time of registration.

Please be sure to check for any custodial flags marked for a participant. We do not want to release a participant to a parent they should be released to.

Transfer Student Only

Grade Documentation - Current report card or progress report (School registrar will update transcript as soon as received.) If the student is failing classes currently, the student will need to complete weekly grade checks until passing as well as attending tutoring at EPHS or team tutoring scheduled by Coach/Advisor.