



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.

1. Go to <https://northposey-in.finalforms.com/>

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



Parent

LOGIN

NEW ACCOUNT

3. Click **REGISTER STUDENT**

4. Type in LEGAL NAME and other basic information about the student. Click **CREATE STUDENT**.

5. **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

6. 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.

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

8. *****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?

Click MY STUDENTS. You may repeat steps 3 through 7 for additional Students

HOW DO I UPDATE INFORMATION?

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