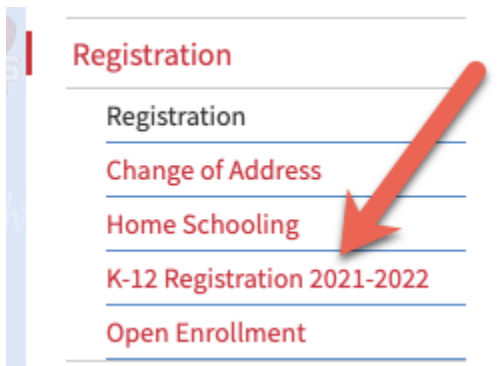




1. Go to: <https://www.kingslocal.net/>
2. Click on Registration



3. On Left Side:



4. Open the Downloaded Document



5. Click on Parent, NEW ACCOUNT



6. Enter your name, birthdate and email address.
Click Enable Translation.
Then click Register.

***OHIO: Kings Local Schools* Parent/Guardian Registration**

Important: Parent/Guardian & Student accounts are saved year-to-year.
If you already have an account with FinalForms please click [here](#) to login or reset your password.

1. Register as a Parent/Guardian below:
You must be a parent/guardian to create this account and start the process.
2. We'll send you an email (for the address supplied below).
3. You will receive an email within 3 minutes prompting you to confirm and complete your registration.
4. You will then find yourself logged in and able to add your students!

Legal Name: Kings Parent

Date of Birth: January 1 1990

Email Address: @yahoo.com

Note: If email taken, please login or reset your password.

Enable Translation: ☒ Would you like an option to translate pages?
(This option will appear in the bottom right of all screens)

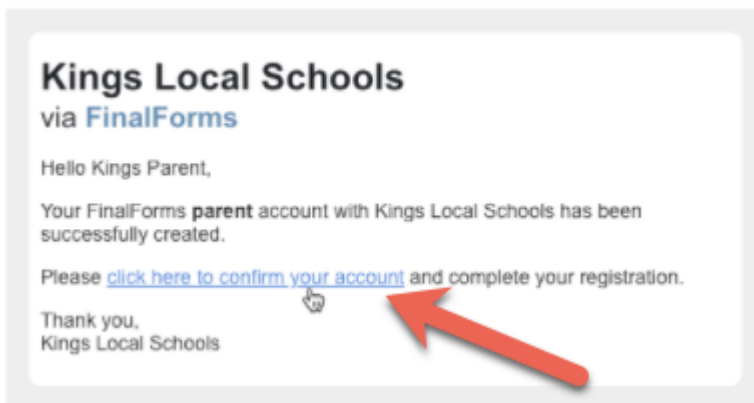
I am a parent/guardian of a student at, enrolling at, or playing sports at **Kings Local Schools**. Misrepresentation, under Ohio Revised Code of the first degree punishable by a maximum of six (6) months imprisonment or a fine of \$1,000 or both.

☒ I'm not a robot

Register

A confirmation email has been sent to your email address. Open the link provided within it to confirm and activate your account.

7. Go to your email account. You will see this email from Final Forms.
8. Click on the email to confirm your account.




9. **Create a Password and click Confirm Account.**

You're almost done registering as a Parent
SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.

New Password:

Confirm Password:

By clicking Confirm Account, you agree to our Terms and that you have read our Privacy Policy.

 **Confirm Account**

8. **Log in. Close the pop-up window.**

How to Add and Manage Your Students

- Our goal is to keep this process as simple as possible for you, the parent.
- Unless another parent has already done so, follow these steps:
1. **+** **Add Student** - Fill out some basic information about your student. Your student will be visible to school administrators and you will always be able to see them in this list.
 2. **📄** **Update Forms** - Read through and complete the required forms.
 3. **\$** **Pay Fees** - Pay any registration/participation fees.
 4. Your school administration will review your registration and enroll your student or provide further instructions.
Once Enrolled...
 5. **🏆** **Add Sports/Activities** - If your student is considering participating in a sport, we strongly encourage you to add that sport and complete the sports forms as well just to be safe. (Skip this step if your child is not a student-athlete.)
 6. **📋** **School Forms** - Read through and complete any additional school or athletic forms. (If student signatures are required, your student will automatically be prompted to log in and sign after you complete all forms.)

Notes for Student-Athletes

Important If your child is a student-athlete, you will need to get your student re-evaluated by a doctor periodically according to school policy. Automatic emails will be sent to you when your student's **Physical** is within **60,30,15,5 days** of expiring.

Note You may add/remove sports at any time before registration deadlines, though you and your student will both be required to look over and (re)certify that all information in your forms is still correct. (Some sports may have additional forms.)

Click **📖 Instructions** on this "My Students" page to see this help box again.



9. **Choose your language to translate forms.**

My Students
MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

[Add Student](#) [Instructions](#)

Kings Local Schools Administrative Note: Please use your students @kingslocal.net email address if possible.

Status: No registered students yet...

English	Bulgarian	Esperanto	Haitian Creole	Italian	Latin	Mongolian	Russian	Spanish	Ukrainian
Afrikaans	Catalan	Estonian	Hausa	Japanese	Latvian	Myanmar (Burmese)	Samoan	Sundanese	Urdu
Albanian	Cebuano	Filipino	Hawaiian	Javanese	Lithuanian	Nepali	Scots Gaelic	Swahili	Uyghur
Amharic	Chichewa	Finnish	Hebrew	Kannada	Luxembourgish	Norwegian	Serbian	Swedish	Uzbek
Arabic	Chinese (Simplified)	French	Hindi	Kazakh	Macedonian	Odia (Oriya)	Sesotho	Tajik	Vietnamese
Armenian	Chinese (Traditional)	Frisian	Hmong	Khmer	Malagasy	Pashto	Shona	Tamil	Welsh
Azerbaijani	Corsican	Galician	Hungarian	Kinyarwanda	Malay	Persian	Sindhi	Tatar	Xhosa
Basque	Croatian	Georgian	Icelandic	Korean	Malayalam	Polish	Sinhala	Telugu	Yiddish
Belarusian	Czech	German	Igbo	Kurdish (Kurmanji)	Maltese	Portuguese	Slovak	Thai	Yoruba
Bengali	Danish	Greek	Indonesian	Kyrgyz	Maori	Punjabi	Slovenian	Turkish	Zulu
Bosnian	Dutch	Gujarati	Irish	Lao	Marathi	Romanian	Somali	Turkmen	

English

10. **Click Add Student**

My Students
MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

[Add Student](#) [Instructions](#)

Kings Local Schools Administrative Note: Please use your students @kingslocal.net email address if possible.

Status	Name	Grade	Sports/Activities	Actions
No registered students yet...				

11. **Enter student information. Click Create Student.**

Add a New Student

Kings Local Schools Administrative Note: Please use your students @kingslocal.net email address if possible.

Legal Name: Kings Middle Student
MUST match the name on the child's Birth Certificate (including suffix).

Student Preferred Name: Preferred First Name... (Only if different from First Name above)

Student Email: Admin only field...
The school will provide the student's email after enrollment if appropriate.

Student ID: Admin only field...

Date of Birth: January 1, 2010

Demographics: Gender 5th Grade - (Class of 2025)

Home Address: 1787 King Avenue Kings Mills OH 45034

I, Kings Parent, the parent/guardian, do hereby state and declare under penalty of falsification that I am the parent or legal guardian of the student. Registration information is true and correct. Falsification under Ohio Revised Code section 2921.12 is a misdemeanor of the first degree, punishable by imprisonment for a term not to exceed one year, or a fine of \$1,000 or both.

[Create Student](#) [Cancel](#)

12. **Select your child's school**

Select School
PLEASE SELECT FROM THE LIST OF SCHOOLS IN YOUR DISTRICT AVAILABLE BASED ON YOUR STUDENT'S GRADE

School Attending: J.F. Burns Elementary

Student's grade for 2021 school year: Kindergarten

Submit Selection Cancel

13. **Fill out each Form, Sign (type your first and last name), & Submit Form**

Parent/Guardian Signature:

Kings Parent

Your signature must match your name: **Kings Parent**

Submit Form [Skip for now](#)

As you complete Forms, they will appear green on the left side.

Kings Student's Forms

- Contact Information
- Demographic Information
- Additional New Student Info
- Request for Transfer of School Records
- Health History & Medical Profile
- Medications
- Injuries & Hospitalizations
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- Transportation Information
- Internet Acceptable Use Policy
- Kings Forms Checklist
- Field Trip Permit
- School Fees
- Student Attendance Code of Conduct
- Free and Reduced Meal Application
- Kindergarten Placement Form
- Kindergarten Student Profile
- Affidavit I
- Web Tools Permission
- Student Accident Insurance
- Download Documents to Finalize Registration

Kings Student's Forms

- ☒ Contact Information
- ☒ Demographic Information
- ☒ Additional New Student Info
- ☒ Request for Transfer of School Records
- Health History & Medical Profile
- Medications
- Injuries & Hospitalizations
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- Transportation Information
- Internet Acceptable Use Policy
- Kings Forms Checklist
- Field Trip Permit
- School Fees
- Student Attendance Code of Conduct
- Free and Reduced Meal Application
- Kindergarten Placement Form
- Kindergarten Student Profile
- Affidavit I
- Web Tools Permission
- Student Accident Insurance
- Download Documents to Finalize Registration

14. **Follow these instructions to Upload Documents**

Upload Documents to Finalize Registration

In order to register **Kings Student** in the Kings Local School District you will need to:

1. **Complete and Sign** this form, as well as every form in the formset to the left within FinalForms.
2. **Upload** the following documents in the [Document Checklist](#) to FinalForms at the bottom of this page.

Documents Checklist (*Blue documents = click & print links.*)

Required Documents

- **Child's Birth Certificate or Passport** - An original (or certified copy) of student's Birth Certificate must be presented at registration. Please see [OH Birth Certificate Information](#) and [KY Birth Certificate Information](#) for more information.
- **Parent/Guardian Driver's License or State Issued ID Card** - Must be downloaded for Parent Identification.
- **[Student's Immunization Records](#)** - Please download child's immunizations.
- **Proof of Residency** - Rental or lease agreement, deed, or settlement statement. The parents'/guardians' name must appear on the legal proof of residency document. If the documents are in any other name than the child's parents'/guardians' name, that individual must download a photo i.d.
 - If you would be considered homeless, please complete the [McKinney-Vento Act Form](#) and return it to the front office.

Only legal residents of the district may enroll. Misrepresentation may result in prosecution.

Special Situations



- **Custody Decree** - (if applicable) Complete, current legal documentation must be downloaded at the time of registration. Notify the registrar of any future revisions.
- **Guardianship** - (if applicable) Complete, current legal court documents must be downloaded at the time of registration.
- Complete this [Affidavit](#) if you DO NOT own/rent property in the Kings Local School District but reside with someone who does.
- **Special Education Paperwork** - (if applicable) The current ETR/MFE and IEP for students with disabilities, or the current Section 504 Accommodation Plan, or Gifted Identification information must be downloaded at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition.

Here are instructions on how to download all of your documents.

1. Before you can start uploading documents, all other forms in Final Forms must be **GREEN**.
2. ALL FORMS MUST BE UPLOADED ASAP!
3. **LABEL** your document appropriately before or after upload.
4. **UPLOAD** DOCs, PDFs, and IMAGES (JPG or PNG) only please!
5. If taking a picture, **ENSURE** image is clear and well-lit

 **Manage Documents**


Document Upload Instructions:

- **Option 1: Upload a File from your Computer.**
 - Click the  **Choose File** button below, locate the file, and upload.
 - Be sure the file is a DOC, PDF, JPG, or PNG.
- **Option 2: Upload a Photo from your Phone or Tablet.**
 - Click the  **Choose File** button below, take/locate your photo, and upload.
 - Be sure the photo is clear and well-lit.
- **IMPORTANT:** Name your file to help Administrators identify the document.

 **Choose File**

Close

Uploaded	Documents	
5/11/2021	 lease agreement.png	  
5/11/2021	 immunization.png	  
5/11/2021	 drivers license.jpg	  
5/11/2021	 birth certificate.pdf	  

 **Choose File**

Close

15. After uploading documents. Sign (type your first and last name) and Submit Form.

Parent/Guardian Signature:

Kings Parent

Your signature must match your name: **Kings Parent**

Submit Form [Review student status](#)

All Forms are now complete.

<input checked="" type="checkbox"/>	Contact Information
<input checked="" type="checkbox"/>	Demographic Information
<input checked="" type="checkbox"/>	Additional New Student Info
<input checked="" type="checkbox"/>	Request for Transfer of School Records
<input checked="" type="checkbox"/>	Health History & Medical Profile
<input checked="" type="checkbox"/>	Medications
<input checked="" type="checkbox"/>	Injuries & Hospitalizations
<input checked="" type="checkbox"/>	Past & Ongoing Health Conditions
<input checked="" type="checkbox"/>	Emergency Medical Authorization
<input checked="" type="checkbox"/>	Transportation Information
<input checked="" type="checkbox"/>	Internet Acceptable Use Policy
<input checked="" type="checkbox"/>	Kings Forms Checklist
<input checked="" type="checkbox"/>	Field Trip Permit
<input checked="" type="checkbox"/>	School Fees
<input checked="" type="checkbox"/>	Student Attendance Code of Conduct
<input checked="" type="checkbox"/>	Free and Reduced Meal Application
<input checked="" type="checkbox"/>	Kindergarten Placement Form
<input checked="" type="checkbox"/>	Kindergarten Student Profile
<input checked="" type="checkbox"/>	Affidavit I
<input checked="" type="checkbox"/>	Web Tools Permission
<input checked="" type="checkbox"/>	Student Accident Insurance
<input checked="" type="checkbox"/>	Download Documents to Finalize Registration