Final Forms Instructions

Parents,

Final Forms is now open for the 2020-2021 school year! All of the forms that your child needs signed for next school year are now available which includes all academic and athletic forms. The TRANSPORTATION INFORMATION FORM needs signed ASAP! We need that form by May 1st so that bussing can be planned for next school year. EVERYONE needs to complete this form even if you do not ride the bus. Many of you will find that filling out forms this year will be very quick and easy because if there are NO changes in information, all that you need to do is sign (type your name) on each form. Please review each form to ensure all information is correct and make corrections if needed. For MIDDLE AND HIGH SCHOOL students only, once parents have signed forms, some forms require a student signature too. Each student has their own Final Forms account which uses their BC student email. Please have your child login to sign forms AFTER you have signed off on them.

1. Log on to Final Forms - [https://buckeyecentral-oh.finalforms.com/](https://buckeyecentral-oh.finalforms.com/) - this website can also be found under parent resources on the BC web page.
2. You log on with your email and password. There are “forgot email” and “forgot password” links if you need those. Note: The school district can look up the email you have on file but we do not have access to your password.
3. After you login to Final Forms, you will need to click the Blue Box that says “Click to Switch to 2020-21 Registration”

4. Next, you will see a box pop up and you need to click on “OK, Let’s get started”
5. Next, click the blue box that says “Incomplete Forms”

6. A screen now comes up (this is for middle school and high school students only) with the sports and extracurricular activities that your student is involved in. Please select ALL sports and extracurricular activities that they MIGHT participate in. If you are not sure, select them anyways and adjustments can be made by the school if they decide not to participate in that sport or activity. The sports and extracurricular activities will be different based on the student’s grade level! An example of this window for a high school student is below. Once you have selected all sports and activities, click the blue box at the bottom that says “update sports/activities”. If your student is not involved in any sport or activity, click at the bottom where is says “Skip, not a student-athlete”.
7. The next screen that comes up will be all of the student forms that need reviewed and signed. The forms will populate based upon the sports and activities selected. For example, if your child is an athlete, then all of the academic and athletic forms will show up for you to review and sign. You need to click on EACH form and review and sign each form. The forms will show up as red until you review and sign them. After reviewing and signing, they will be green so you can keep track of which ones you have done. Again, please do the TRANSPORTATION INFORMATION FORM first. You can login and out as many times as you like until you have them all completed. Below is an example of a high school student who is an athlete. Again, you will only have the forms needed based upon your child’s grade level and activities.