

**IMPORTANT** – IT IS MANDATORY THAT ALL PARENTS HAVE CREATED AND UPDATED A FINALFORMS ACCOUNT FOR THE 2017-2018 SCHOOL YEAR FOR YOUR CHILD(REN) TO ATTEND THREE RIVERS LOCAL SCHOOL DISTRICT.

## **Welcome to Three Rivers Local School District FinalForms**

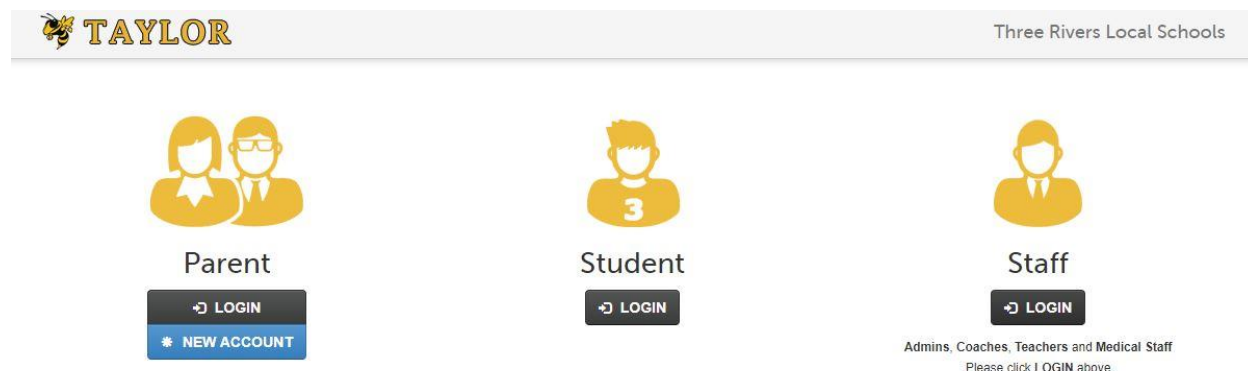
We are very excited to announce that the Three Rivers Local School District has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign all necessary forms for your child(ren). The most exciting news is that FinalForms saves data from year-to-year, 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. On the week of July 17, 2017, you will receive an email from FinalForms. If you do not receive this email by Friday, July 21, please contact your child's school to provide your current email address.

Below are instructions for individual scenarios. If your situation does not meet any of these, please contact the respective office.

**Taylor High School** (grades 9-12) – 513.467.3200

**Taylor Middle School** (grades 5-8) – 513.467.3500

**Three Rivers Elementary** (grades PK-4) – 513.467.3210



The above image is what you will see on your screen when first logging into the Three Rivers FinalForms page.

**My child(ren) have previously attended Three Rivers, but have not ever had a FinalForms account. I need to...**

- a) Follow the link provided in the email I receive from FinalForms.
- b) Follow the instructions.
- c) Enter/confirm all necessary information.

**My child(ren) have previously attended Three Rivers and have already set up an account with FinalForms for athletic purposes. I need to...**

- a) Login to FinalForms - <https://threerivers-oh.finalforms.com/> - this link is also available under Enrollment on the Three Rivers website.
- b) Click on the "Parent Login" icon (do **NOT** create a new account/shown above).
- c) Use your login information to proceed (if you forget your password, there is an option to reset it on the Parent Login screen). You can update all information if needed.

**My child(ren) are completely new to Three Rivers and I have already completed the FinalForms registration process. I need to...**

- a) Update any necessary information, if applicable, using the account created during enrollment (if no updates are needed, no further steps are required).

**My child(ren) are completely new to Three Rivers and I have not yet begun the registration process to enroll my child. I need to...**

- a) Visit <http://www.threeriversschools.org/departments/enrollment-5/> and follow the enrollment process.

Although forms are now 100% online, we are still here to help! Please do not hesitate to email or call a secretary.

<http://www.threeriversschools.org/departments/enrollment-5/>

Additionally, if you require any support during the process, scroll to the bottom of the page and click "Use Support".