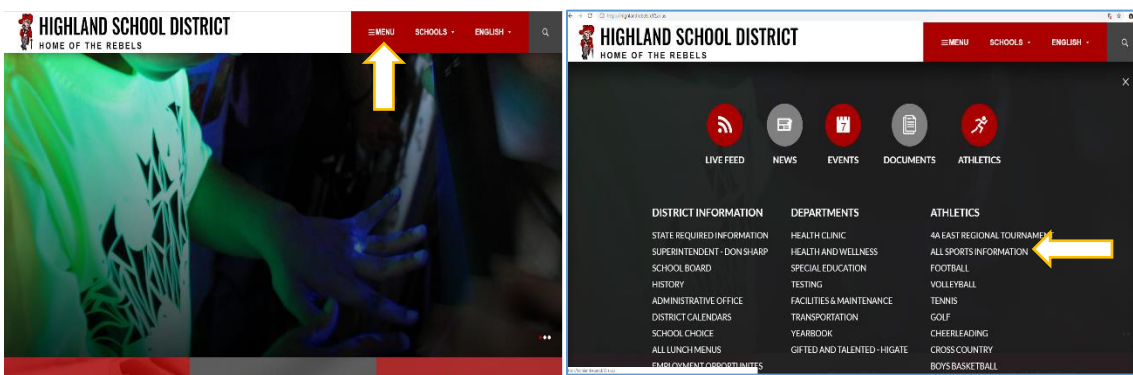


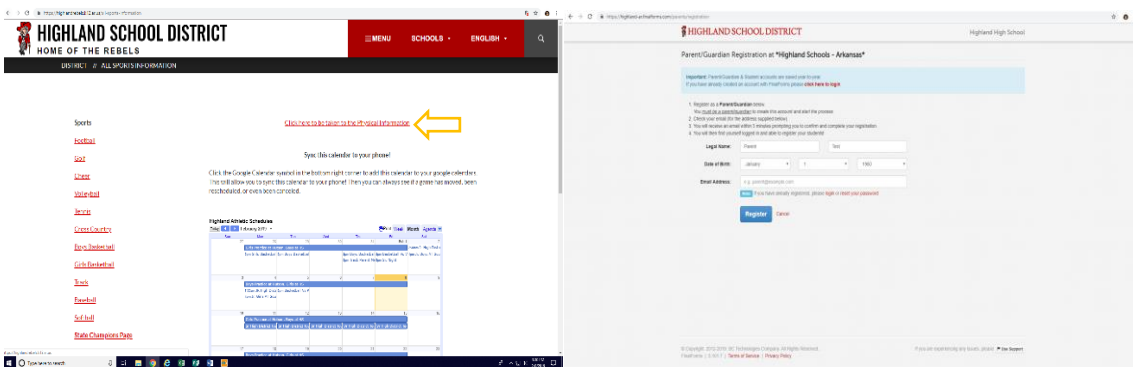


# Highland Athletics Guide to Final Forms

Last year we switched to the Final Forms program in order to streamline the physical process. This last year alone we have over 400 athletes registered in Final forms in the Highland School District grades 7-12. I'm sure you can imagine how difficult it can be to track all of those athletes and make sure that their paperwork is up to date, especially since most of our athletes play multiple sports. Final Forms helps us keep track of their information no matter where they are or which coach they are with. Parents and Students will need to sign into Final Forms using a link on the school website. This guide will help you with the basics of getting started in Final Forms. Thank you for your cooperation. If you have any questions or concerns, please contact Coach Lewis at 870-856-3273. If you need any help with Final Forms please call Mrs. Shannon Powell at 870-856-3273.



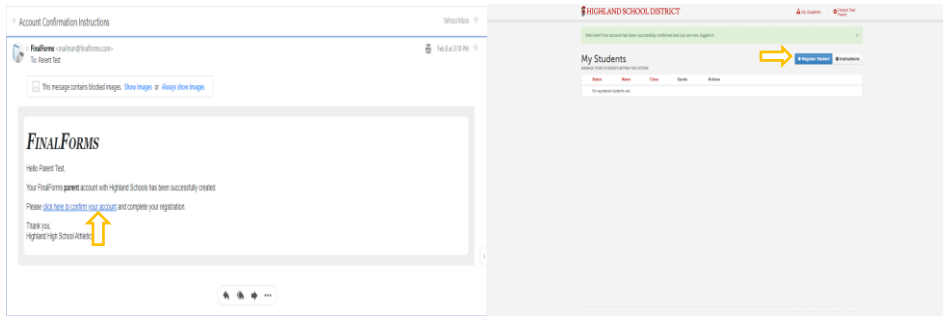
- Go to [highlandrebels.k12.ar.us](http://highlandrebels.k12.ar.us)
- Click Menu
- Under Athletics choose ALL SPORTS INFORMATION



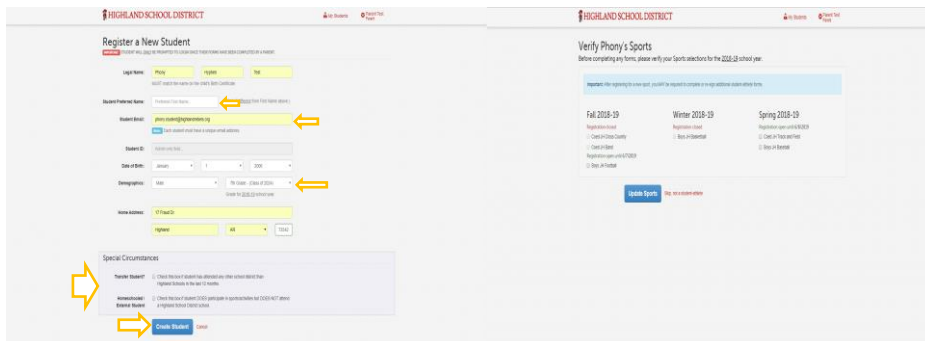
- At the top of the page choose CLICK HERE TO BE TAKEN TO THE PHYSICAL INFORMATION
- Enter parent information
  - ❖ Note: Please be sure to enter an email that you have access to. Final Forms will send a secure link to your email to confirm your account\*

\*\*\*\*\*

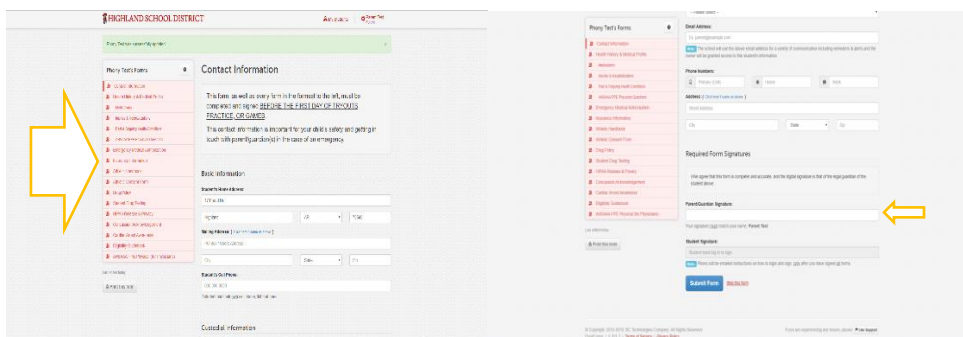
- Go to your email
- There should be an email from Final Forms. Click on link in email to confirm account



- Link will take you back to Final Forms to complete parent registration.
- Choose password
- Click Register Student

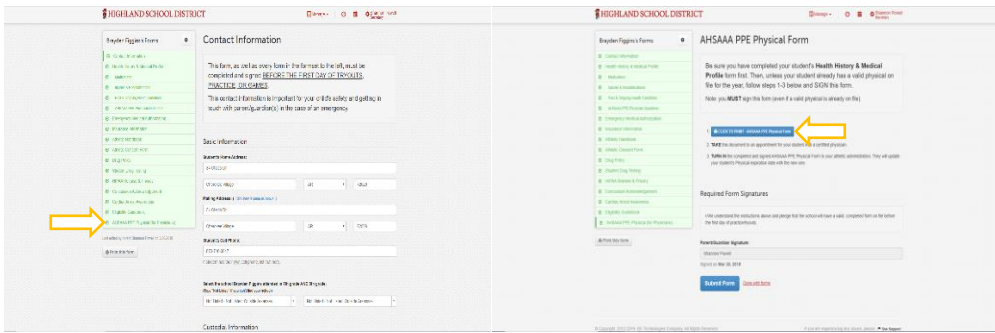


- Enter student's full name, if your student goes by something other than their legal first name please enter that name in preferred name.
- Student email should be their school email- [first.last@highlandrebels.org](mailto:first.last@highlandrebels.org) ex: [john.smith@highlandrebels.org](mailto:john.smith@highlandrebels.org)
- Please note that students grade should be entered by graduation year. For instance; when filling out final forms in the spring your child may still be in the 6<sup>th</sup> grade. Please check graduation year, you may need to enter your child as a 7<sup>th</sup> grader.
- Is your child a homeschool athlete?
- Please choose all sports that apply to your athlete



- All forms to be completed will show up in red on the left side of the screen.
- Fill in all information
- Each page will require a parent signature at the bottom. This can be electronically signed by just typing your name at the bottom.
- After the parent has signed the form it will either turn yellow or green on the list. If it is green it is complete, if it is yellow it still requires a signature from the student athlete.
- ❖ Student athletes must sign into their email and click the link from Final Forms
- ❖ Click on each form highlighted in yellow, read the information, scroll to the bottom and type your signature electronically

❖ The forms that were yellow should now all be green



- Click on\* AHSAAA PPE Physical (for Physicians)
- Choose 1. Click To Print
- Take these forms with you to your physical apt.
  - ❖ If you do not have a printer please call the high school office. We will print out the physical forms to send home with student.

If you need any help please call Shannon Powell at the High school office 870-856-3273

# How to Register 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. **+ Register Student** - Fill out some basic information about your student. Your student will be recognized as a student in the school system and you will always be able to see them in this list.
2. **🔗 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.)
3. **📄 Update Forms** - Read through and complete the required forms. *(If student signatures are required, your student will automatically be prompted to log in and sign after you complete all forms.)*
4. **🏃 Preparticipation Physical Evaluation** - If your child is a student-athlete, please remember to complete your PPE, which consists of printing the **+ PPE Medical Report** and taking it, with your child, to a doctor for examination. Then return the physician completed form to the school's athletic office. Everyone trying out for a team must have a completed Preparticipation Physical Evaluation Form.
5. **⏸ Pending Admin Approval** - If you see this status, it indicates the Administration is still expecting you to turn in one or more paper forms, common cases are physician-specific forms or that the student is ineligible for some other reason.

## Registration Deadlines

Highland High School

**1st Day of School:** September 1

**Fall Sports:** October 15

**Winter Sports:** December 3

**Spring Sports:** June 8

(Specific team dates may vary)

**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 the deadline, 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.

Close