



Northrop High School

7001 Coldwater Rd
Fort Wayne, IN 46825
Phone (260)-467-2300

Athletic Office 467-2304
Guidance Office 467-2308
Attendance Office 467-2302
Student Services 467-2306

Northrop will continue to use FinalForms for data & form collection for student athletes for the 2024-2025 school year.

***All 2023-2024 physicals will expire June 1st. Athletes need a new uploaded physical dated after 4/1/24 to begin summer practice and before clearance for any sport. ***

For parents with **incoming students**, see the Parent Playbook on pg. 2 to get started on FinalForms. If you require any support during the process, scroll to the bottom of the webpage and click "Use Support".

Please register at: <https://fortwayne-in.finalforms.com/> and follow the prompts to create your account, create your student's and sign your forms. We are asking that ALL parents of athletes use FinalForms

Registration for the new year began April 1st!

Login to your existing account & click this button to complete 24-25 registration:

A few items to note and check on existing profiles as we continue to a new year:

- Valid email address for parent & student – major communication will be sent using these.
- If you have an existing parent account, but have an additional student enrolling at Northrop, you simply need to go to your account and click "Add student" rather than making a new account.
- Please only click the sports you & your student have discussed they are interested in playing. We compile pre-season lists from this & hope for them to be as accurate as possible.

Along with signing all forms through the website, you will then upload ONLY your athlete's signed physician's exam as a file. Paper forms will not be kept/accepted by Athletic Department. This can be in document, PDF or image form. Please be sure all images are clear and complete. WE DO NOT NEED THE MEDICAL HISTORY OR CONSENT FORMS – these are filled out in FinalForms as well.

Please reach out to by email to hillary.edwards@fwcs.k12.in.us with questions you feel cannot be answered here or through FinalForms support.

Bob Shank
Athletic Director



FinalForms

Parent registration

How do I sign up?

1. Go to: <https://fortwayne-in.finalforms.com>
2. Locate the parent icon and click **NEW ACCOUNT**, then follow the steps to create your account.



3. Type your **YOUR NAME**, **DATE OF BIRTH**, and **EMAIL**. Next, click **REGISTER**.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.



FinalForms

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

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

2. Click **LOGIN** under the Parent Icon, then login.



3. Locate and click the **ADD STUDENT** button.
4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
5. **If your student plans to participate in a sport, activity, or club**, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.
6. Complete each form and sign your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

7. When all forms are complete, you will see a "Forms Finished" message.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student.

How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.