Instructions to Complete an Application for Admissions for a New Student

Parent Registration

1. Go to: https://reitzmemorial-in.finalforms.com/
2. Locate the Parent icon and click **NEW ACCOUNT**.
   - *NOTE: If a parent has an existing FinalForms account, they may click **LOGIN** and jump to Step 6.*
3. Type your NAME, DATE OF BIRTH and EMAIL. Next, click **REGISTER**.
   - *NOTE: You will receive an email within 3 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still cannot 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 FinalForms. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.
5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Once logged in, select the **CLICK TO SWITCH TO 2023-24 REGISTRATION**.

7. Once prompted, click **OK, Let's Get Started!**

Enrolling a New Student

1. Click **ADD STUDENT** for your first child.
2. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
3. In order to complete the application for admissions, the following documents need to be prepared for upload and are required to submit:
   - Most Recent Report Card – This can simply be a picture or screenshot of the student's most recent report card. This attachment can be acquired from the parent portal of a school information system (*example: PowerSchool*), or from a digital or physical copy that you have previously received.
   - Attendance Record (*if not included on report card*)
   - Disciplinary Record (*if not from one of the following eastside partner schools: Annunciation at Christ the King, Annunciation at Holy Spirit, Good Shepherd, Holy Rosary, St. Benedict, and St. John the Baptist*)
   - Most Recent IEP, ISP, CSEP, or 504 plan (*if applicable*)
   - Immunization Records – State law requires that all students provide documentation of immunizations. The documentation must include the student's name and date of birth, and the vaccine given and date of each immunization.
   - Birth Certificate (*if not from one of the following eastside partner schools: Annunciation at Christ the King, Annunciation at Holy Spirit, Good Shepherd, Holy Rosary, St. Benedict, and St. John the Baptist*)
   - Custody Agreement or Copy of Most Recent Court Order (*if applicable*)
4. 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.
5. When all forms are complete, you will see a 'Enrollment Forms Finished' message.

How do I register additional students later?
Click **MY STUDENTS**. Then, repeat Steps 1 through 5 for each additional student.

How do I update information?
Login at any time and click **UPDATE FORMS** to update information for any student.