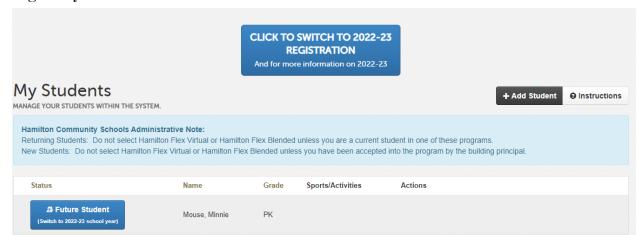
If you are an <u>existing parent</u> (have a student currently enrolled in Hamilton Community Schools), please follow the following steps:

- Got to the following website https://hamilton-mi.finalforms.com/parents/login
- Login to your Parent Account



Make sure to change the registration year to 2022-2023 by clicking:

CLICK TO SWITCH TO 2022-23
REGISTRATION
And for more information on 2022-23

• The following screen will appear, click "OK, Let's Get Started!"

Registration Process for 2022-23

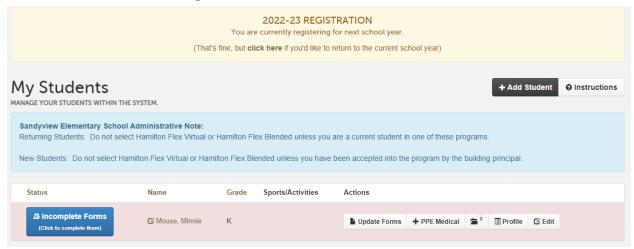
Warning: If you want to update info / add sports for THIS YEAR, 2021-22, click Close below and stay in the current school year.

Important info when registering for next year...

- . Select the Sports and Activities your student would like to participate in.
- While you can complete your forms now, your school/state may have additional or updated forms to sign closer to the summer.
- You can always come back and work in the current 2021-22 year anytime.



- Once the school year has been changed, click
- Once you click this, it will prompt you to update and sign forms for next year.
- It will then take you to this page: "MAKE SURE IT SAYS 2022-23 REGISTRATION" at the top.



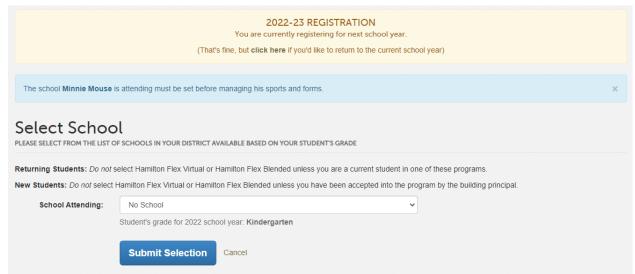
+ Add Student

• Then click the blue button "Add Student"

• Follow the steps to create your students account.

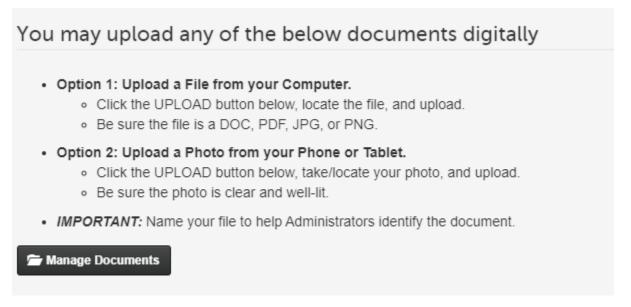
X

- Make sure to change the grade to "Kindergarten (Class of 2035)"
- Once you have completed the information for your students account, it will take you to the following screen:



Do not select Hamilton Flex Virtual or Hamilton Flex Blended unless you have been accepted into the program. Please select from: Bentheim Elementary, Blue Star Elementary, Hamilton Elementary or Sandyview Elementary.

• The next page is where you will upload your documents to your students account.



Please upload the following:

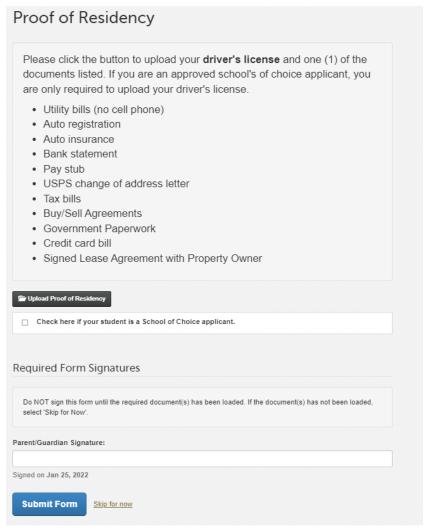
 Birth Certificate - in the Birth Certificate form (DO NOT SIGN UNTIL UPLOADED)

- 1 Proof of Residency (Driver's License does not count) in the Proof of Residency form (DO NOT SIGN UNTIL UPLOADED)
- Driver's License in the Proof of Residency form (DO NOT SIGN UNTIL UPLOADED)
- Vision & Hearing Screening Results in the Vision & Hearing form (DO NOT SIGN UNTIL UPLOADED)
- Immunization Records
- From there, you will have to complete and sign the following forms:



• Do not sign (Birth Certificate, Proof of Residency, Driver's License, Vision & Hearing or Immunizations) until you have uploaded the documents.

- Before your child can start school, the above forms must be completed (they will turn green once completed) as well as have the following documents uploaded:
 - o Birth Certificate
 - o 1 Proof of Residency Driver's License doesn't count
 - o Driver's License
 - Vision & Hearing Screening Results
 - o Immunization Records
- You will upload your Driver's License & Proof of Residency both in the Proof of Residency Form:



• Please enroll your child as soon as possible into Final Forms, but documents have to be uploaded by August 8th, 2022.