

If you are an existing parent (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

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

My Students

MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

+ Add Student ? Instructions

Hamilton Community Schools Administrative Note:
Returning Students: Do not select Hamilton Flex Virtual or Hamilton Flex Blended unless you are a current student in one of these programs.
New Students: Do not select Hamilton Flex Virtual or Hamilton Flex Blended unless you have been accepted into the program by the building principal.

Status	Name	Grade	Sports/Activities	Actions
<div>Future Student (Switch to 2022-23 school year)</div>	Mouse, Minnie	PK		

- 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.

OK, Let's Get Started!

Close

- Once the school year has been changed, click

+ Add Student
- 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.

2022-23 REGISTRATION

You are currently registering for next school year.

(That's fine, but [click here](#) if you'd like to return to the current school year)

My Students

+ Add Student

Instructions

MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

Sandyview Elementary School Administrative Note:

Returning Students: Do not select Hamilton Flex Virtual or Hamilton Flex Blended unless you are a current student in one of these programs.

New Students: Do not select Hamilton Flex Virtual or Hamilton Flex Blended unless you have been accepted into the program by the building principal.

Status	Name	Grade	Sports/Activities	Actions
<div style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;"> Incomplete Forms <small>(Click to complete them)</small> </div>	Mouse, Minnie	K		<div style="display: flex; gap: 5px;"> <div style="background-color: #f0f0f0; padding: 2px 5px; border-radius: 3px;"> Update Forms</div> <div style="background-color: #f0f0f0; padding: 2px 5px; border-radius: 3px;">+ PPE Medical</div> <div style="background-color: #f0f0f0; padding: 2px 5px; border-radius: 3px;"> 0</div> <div style="background-color: #f0f0f0; padding: 2px 5px; border-radius: 3px;"> Profile</div> <div style="background-color: #f0f0f0; padding: 2px 5px; border-radius: 3px;"> Edit</div> </div>

- Then click the blue button “Add Student”

+ Add Student
- Follow the steps to create your students account.

- 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:

2022-23 REGISTRATION
You are currently registering for next school year.
(That's fine, but [click here](#) if you'd like to return to the current school year)

The school **Minnie Mouse** is attending must be set before managing his sports and forms. ✕

Select School

PLEASE SELECT FROM THE LIST OF SCHOOLS IN YOUR DISTRICT AVAILABLE BASED ON YOUR STUDENT'S GRADE

Returning Students: Do not select Hamilton Flex Virtual or Hamilton Flex Blended unless you are a current student in one of these programs.

New Students: Do not select Hamilton Flex Virtual or Hamilton Flex Blended unless you have been accepted into the program by the building principal.

School Attending: No School ▼

Student's grade for 2022 school year: Kindergarten

Submit Selection Cancel

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.

You may upload any of the below documents digitally

- **Option 1: Upload a File from your Computer.**
 - Click the UPLOAD button below, locate the file, and upload.
 - Be sure the file is a DOC, PDF, JPG, or PNG.
- **Option 2: Upload a Photo from your Phone or Tablet.**
 - Click the UPLOAD button below, take/locate your photo, and upload.
 - Be sure the photo is clear and well-lit.
- **IMPORTANT:** Name your file to help Administrators identify the document.

Manage Documents

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:

The image shows a screenshot of a web application titled "Minnie Mouse's Forms". It features a vertical list of 21 forms, each preceded by a small icon of a person. The forms are as follows:

- New Student Registration Process
- Contact Information
- Demographic Information
- Additional New Student Info
- Start School Ready
- Language Survey
- Birth Certificate
- Proof of Residency
- Vision and Hearing Screening Upload
- Health History & Medical Profile
- Medications
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- COVID-19 Health Screening Agreement
- McKinney Vento Intake Affidavit Form
- Acceptable Use Policy
- Student Device Loan Agreement
- Permissions
- Directory Information Release
- Student Handbook Agreement
- Immunization Information Disclosure
- Concussion Awareness


- **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:**
 - Birth Certificate
 - 1 Proof of Residency - Driver's License doesn't count
 - Driver's License
 - Vision & Hearing Screening Results
 - Immunization Records
- **You will upload your Driver's License & Proof of Residency both in the Proof of Residency Form:**

Proof of Residency

Please click the button to upload your **driver's license** and one (1) of the documents listed. If you are an approved school's of choice applicant, you are only required to upload your driver's license.

- Utility bills (no cell phone)
- Auto registration
- Auto insurance
- Bank statement
- Pay stub
- USPS change of address letter
- Tax bills
- Buy/Sell Agreements
- Government Paperwork
- Credit card bill
- Signed Lease Agreement with Property Owner

 **Upload Proof of Residency**

☐ Check here if your student is a School of Choice applicant.

Required Form Signatures

Do NOT sign this form until the required document(s) has been loaded. If the document(s) has not been loaded, select 'Skip for Now'.

Parent/Guardian Signature:

Signed on Jan 25, 2022

Submit Form [Skip for now](#)

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