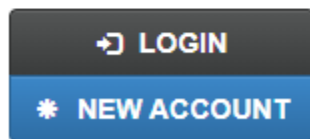


If you are a new parent (do not currently have students enrolled at Hamilton Community Schools), please follow the following steps:

- Go to the following website:
<https://hamilton-mi.finalforms.com/parents/registration>
- Make a parent account using your email address, by clicking the “NEW ACCOUNT” button



Parent



- Enter your email address then a confirmation email will be sent to that email address, open that email and follow the instructions. Once you have made a password the following screen will appear.

How to Add 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. **+ Add Student** - Fill out some basic information about your student. Your student will be visible to school administrators and you will always be able to see them in this list.
2. **📄 Update Forms** - Read through and complete the required forms.
3. **\$ Pay Fees** - Pay any registration/participation fees.
4. Your school administration will review your registration and enroll your student or provide further instructions.
Once Enrolled...
5. **🏆 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.)
6. **📄 School Forms** - Read through and complete any additional school or athletic forms. *(If student signatures are required, your student will automatically be prompted to log in and sign after you complete all forms.)*

- Once you have successfully logged into your parent account, you will need to click the big blue button to change to the 2022-23 school year.

**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!”

x

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

- After you have clicked “OK, Let’s Get Started!” It will take you to this screen – **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

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 |
|-------------------------------|------|-------|-------------------|---------|
| No registered students yet... | | | | |



- Then click the blue button “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
- 1 Proof of Residency - Driver's License doesn't count
- Driver's License
- Vision & Hearing Screening Results
- 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 list of 20 forms, each preceded by a small icon of a person. The forms are listed in a vertical column, and the first form, "New Student Registration Process", is highlighted with a red bar on its left side. The forms are as follows:

| Form Name |
|--------------------------------------|
| 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 - 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
- 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.