

Parents - How to Final Forms 2024/25

Link: <https://eatonresa-mi.finalforms.com/>

Final forms QR Code:



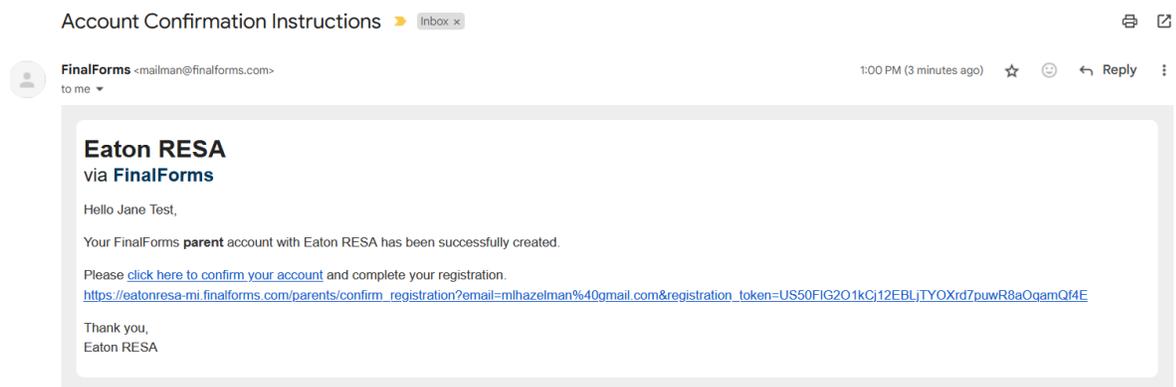
1. Eaton RESA will be creating you and your student(s) a Final Forms account
2. Parents - Once you have been entered into Final forms you will be receiving an email from Eaton RESA Final Forms
 - a. If you do not see it in your inbox, please check your spam or junk folders as some emails may flag it.
3. Please use the link that will be found within that email to continue to the Final Forms website.
4. To login after please use the following:
 - a. For Parents, please use Parent Login



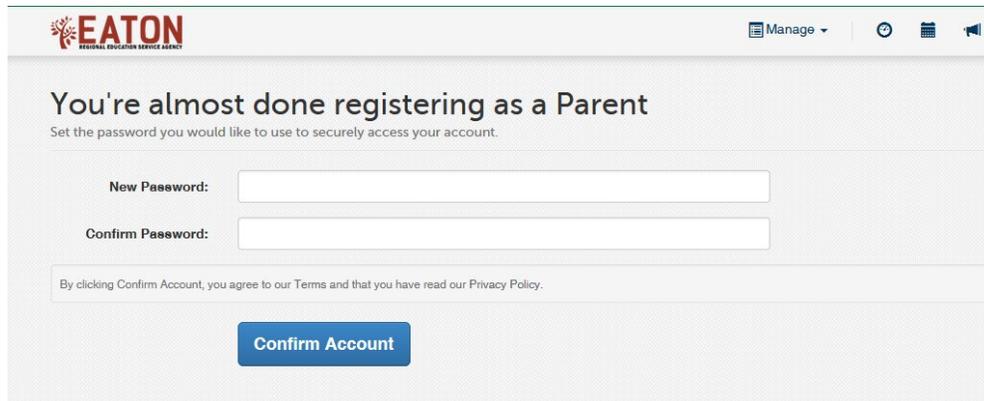
Parent

→ LOGIN

Example of email:



5. You will be routed to the Final Forms application link where it will ask you to create a New Password.



- a. Once you have confirmed your password hit the blue button “confirm account”

6. Once your account has been confirmed you will receive a box on the screen stating added Security.
 - a. Please enter in your DOB - Month, Day and Year and hit the blue at the bottom “Add my Date of Birth”

Added Security & Privacy Field: Date of Birth

Hi Jane Test,

Please add your **Date of Birth** below. In the event that you lose access to your email account, this helps us verify who you are and prevent duplicate accounts.

Date of Birth:

Enable Translation: Would you like an option to translate pages?
(This option will appear in the bottom right of all screens)

[Add my Date of Birth](#) [Close](#)

7. Once completed a screen will appear stating “My Students”

My Students

Manage your students within the system.

[Instructions](#)

Status	Name	Grade	Sports/Activities	Actions
Incomplete Forms (Click to complete them)	Test, Female samanthalind60@gmail.com	11th	None Available	Update Forms Profile Edit

8. Click the blue button “incomplete forms” on the right of the screen
 - a. This will bring up the Forms you will need to complete
 - b. Please read through each form carefully and fill out completely

EATON My Students | Jane Teet Parent

Female Test's Forms

- Contact Information
- Health History & Medical Profile
- Medications
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- McKinney Vento Intake Affidavit Form
- Student Technology Acceptable Use & Safety
- Pest Management
- Student Field Trip Permission
- District Directory Disclosure
- School Illness Policy
- Situational Forms

Last Edited: Today | Margo Hazelman
Print this form

Contact Information

This form, as well as every form in the formset to the left, must be completed and signed **BEFORE THE FIRST DAY OF SCHOOL**.

This contact information is important for your child's safety and getting in touch with parent/guardian(s) in the case of an emergency.

Basic Information

Student's Home Address:

Street Address Unit #

City State Zip Code

If student moves or changes residential address, you must contact your school administration and provide proof to complete this address change.

Mailing Address:

Same as physical address

Student's Cell Phone:

Cell

If student has their own cell phone, list that here.

Student's Personal Email Address (Optional):

Ex. student@example.com

- Once a form is 100% completed with a parent's signature on the left hand side of the screen your form boxes will turn from red to green.

Successfully updated **Contact Information**.
"Male Test" <maletest@gmail.com> was added as a parent for Female Test granting access to hers information

Female Test's Forms

- Contact Information
- Health History & Medical Profile
- Medications
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- McKinney Vento Intake Affidavit Form
- Student Technology Acceptable Use & Safety
- Pest Management
- Student Field Trip Permission
- District Directory Disclosure
- School Illness Policy
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Print this form

Health History & Medical Profile Forms

All information will be saved season-to-season and year-to-year

Having up-to-date health information allows for better care and understanding of your child's needs if problems arise during the school day or extracurriculars/athletics. Health information is separated into the following forms to allow for easy updating should this information ever change:

- Medications
- Injuries & Hospitalizations
- Past & Ongoing Health Conditions

Medical concerns may be shared with school staff on a need-to-know basis.

NOTE: If medical information ever changes, you should update the appropriate form IMMEDIATELY for your child's safety!

(Please complete the following items to the best of your ability.)

- Once all forms have been completed by the parent you will notice 2 of the forms are marked yellow.
 - These forms will be the ones that your student will need to sign as well
 - Please work with your child to get these forms completed

Test, Female [ID: --]

Students Profile 0 Edit

Female Test's Forms

- Contact Information
- Health History & Medical Profile
- Medications
- Past & Ongoing Health Conditions
- Emergency Medical Authorization
- McKinney Vento Intake Affidavit Form
- Student Technology Acceptable Use & Safety
- Pest Management
- Student Field Trip Permission
- District Directory Disclosure
- School Illness Policy
- Situational Forms

Last Edited: Today - Jane Test
Last Signed: Today - Jane Test
Full Form History

Contact Information

This form, as well as every form in the formset to the left, must be completed and signed **BEFORE THE FIRST DAY OF SCHOOL**.

This contact information is important for your child's safety and getting in touch with parent/guardian(s) in the case of an emergency.

Basic Information

Student's Home Address:

1345 Turner Road Unit #

Lansing MI 48906

If student moves or changes residential address, you **must** contact your school administration and provide proof to complete this address change.

11. Once all forms have been signed you will get a boxed that pops up stating “Forms Finished”

Successfully updated **Situational Forms**.

Email sent to you and "Female Test" <samanthalind60@gmail.com> with an update on her status.
NOTE: If you do not receive this email, please check the spam folder. If still missing, please contact support

Forms finished!

Female Test's forms have been submitted to Eaton RESA Career Prep Center. However, one or more forms still require Female's signature as a student.

FinalForms sent an email to Female at "samanthalind60@gmail.com" with instructions and a link.

Note: You will only be required to verify that this information is still accurate once per school year or possibly when signing up for a new sport or activity.

[My Students](#)

12. Click on the “My Students” Button
a. This will redirect you to your “My Students” page

My Students

Manage your students within the system. [Instructions](#)

Status	Name	Grade	Sports/Activities	Actions
Unsigned Forms <small>(Click to notify student)</small>	<input checked="" type="checkbox"/> Test, Female samanthalind60@gmail.com	11th	None Available	Update Forms <input type="text"/> Profile Edit

13. Once you are back into your students click the blue button under status that states “Unsigned Forms”
a. This will generate an email to your student to complete their side of Final Forms

Student - How to Final Forms 2024/25

Link: <https://eatonresa-mi.finalforms.com/>

Final forms QR Code:



1. To login to Final Forms after initial registration
 - a. Please use the Link or QR Code provided to get to the Eaton RESA Final Forms page
 - b. From there you will login using the Student Login



Student

LOGIN

2. Once your parent has completed their portion of the forms - You will be receiving an email from Eaton RESA FinalForms
 - a. If you do not see it in your Inbox please check your Spam or Junk Folder as it may have been flagged
 - b. Use the link in the email to login to your account
 - c. You will be asked to create a new password - Please write this down as we do not have access to account information.

From: FinalForms <mailman@finalforms.com>
Date: Tue, Feb 13, 2024 at 1:14 PM
Subject: NOTICE: Student forms ready for signing
To: Female Test <samanthalind60@gmail.com>

Eaton RESA Career Prep Center via FinalForms

Hi Female Test,

Your forms have been **completed and signed by a parent**.

However, your signature is still required on one or more forms. Please [click here to login](#) to your account and sign the required forms.

Thank you,
Eaton RESA Career Prep Center

[Click here to access FinalForms](#)

3. Once you are logged in it will redirect you to your forms
 - a. You will see that they are marked yellow if a parent has completed their side
 - b. Yellow will indicate that your parent has finished

EATON Regional Education Service Agency

Sign Forms | Female Test Student

Welcome! Your account has been successfully confirmed and you are now logged in.

Female Test's Forms

- Student Technology Acceptable Use & Safety
- Pest Management

Last Edited: Today - Jane Test
Last Signed: Today - Jane Test
Print this form

Student Technology Acceptable Use And Safety Agreement And Photo/Video Release

Eaton RESA has developed a Student Technology Acceptable Use and Safety Agreement and Policy. I have read, understand and will abide by the Eaton RESA Student Technology Acceptable Use and Safety Policy (Policy 7540.03). I agree to the user responsibilities and prohibitions contained in the policy.

Student

I understand that use of the District's technology resources are a privilege and that my access rights as a student may be limited or revoked. I also understand that inappropriate use of the District's technology, network, internet connection and online educational resources may lead to loss of this privilege, disciplinary action and/or appropriate legal action, as described in the Eaton RESA Student/Parent Handbook and Student Code of Conduct. Students using District technology resources are personally responsible and liable for unauthorized or inappropriate use of these resources.

Eaton RESA has implemented technology protections to block/filter student internet access to visual displays and materials that are obscene, constitute pornography or are harmful. The District has the right at any time to access, monitor, review and inspect any directories, files, content and/or messaging residing on or sent using District technology resources with no expectation of privacy.

My signature indicates that I have read, understand and agree to abide by Eaton RESA's Student Technology Acceptable Use and Safety policy and agreement.

4. Please read and sign the Acceptable Use and Pest Management documentation
 - a. Once you have completed those forms will turn from red/yellow to green, indicating completion

Successfully updated Student Technology Acceptable Use And Safety Agreement And Photo/Video Release.

Female Test's Forms

- Student Technology Acceptable Use & Safety
- Pest Management

Last Signed: Today - Jane Test
Print this form

Pest Management

Dear Parent/Guardian,

Eaton Regional Education Service Agency (RESA) has adopted an Integrated Pest Management program. Inherent with this are the district's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-

5. Once all forms have been completed - You will receive a message on the screen stating "Forms Signed for 2023-24"

Successfully updated Pest Management.
Email sent to you and your parents with an update on your forms status.
NOTE: If you do not receive this email, please check the spam folder. If still missing, please contact support

Forms signed for 2023-24!

You will still need to login, review, and sign the student-athlete forms once per school year or when signing up for a new sport.

Log Out