

# **ATTENTION PARENTS: YOU WILL NEED TO COMPLETE THE FOLLOWING FORMS USING OUR NEW VENDOR FINAL FORMS**

## **ANNUAL ENROLLMENT UPDATE, EMERGENCY CONTACT INFO, EMERGENCY MEDICAL FORMS, INTERNET ACCEPTABLE USE POLICY, DEVICE USAGE AGREEMENT AND ATHLETIC FORMS**

We are excited to announce that Southwest Schools has partnered with a new vendor FinalForms for completing online forms. Final Forms will work on a computer, laptop, tablet and smart phone. FinalForms pre-populates information wherever possible for each of your students, saving you time.

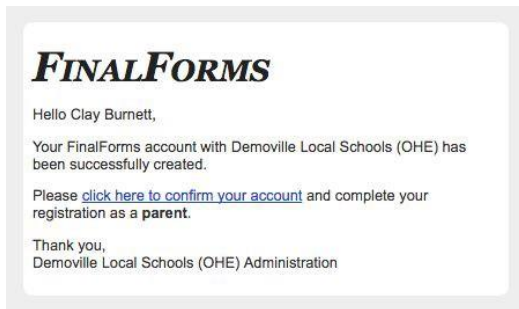
**Important Note:** Final forms will send an email invitation to confirm your account and allow you to complete all necessary forms. The email would be from [mailman@finalforms.com](mailto:mailman@finalforms.com).

### **YOU WILL NEED THE FOLLOWING INFORMATION TO COMPLETE FORMS**

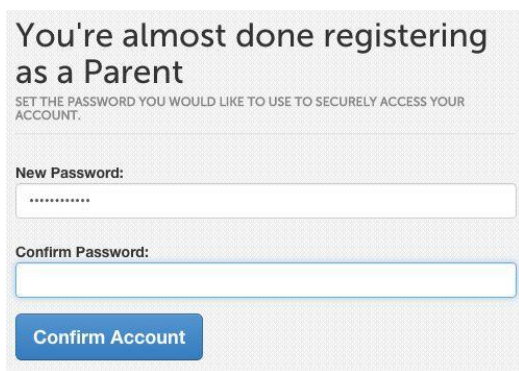
- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- Insurance Company & Policy Number
- Hospital Preference

Follow these steps to complete your forms. We will use the contact information you provide to contact you about important events at school as well as school delays or closings.

1. Check your Email for a FinalForms email, and click **CONFIRM YOUR ACCOUNT** in the email text.



2. Create your new FinalForms password and click **CONFIRM ACCOUNT**



3. Your account will be confirmed, and you will be logged in, you can now proceed to the next page!

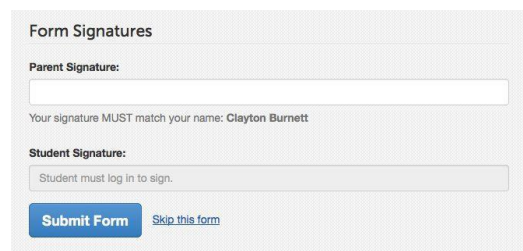
4. Click **INCOMPLETE FORMS**



5. **If your student plans to participate in a sport, activity, or club** please click the checkbox for each. Click **UPDATE** after making your selection.

**NOTE:** A selection can be changed any time until the registration deadline.

6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.



7. When all forms are complete, you will see a "Forms Finished" message. **Forms finished!**

8. **If your student participates in a sport, an email will be sent to their school mywildcats email prompting him/her to sign Student forms requiring his/her signature.**

9. Click **MY STUDENTS** if you are done. You may repeat steps 3 through 6 for additional Students.

10. At any point in the future, you may login at any time and click the button to update information.

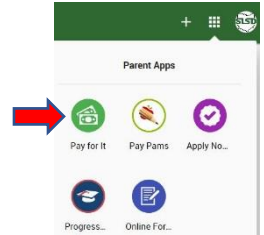


# PAYING STUDENT FEES

## PayForIt.net

PayForIt is available to pay your student fees and athletic/activity fees. We encourage you to use this easy, convenient and secure way to make payments. You may use either credit or debit cards or ACH/EFT Check Processing. The district does not charge any fees for paying students fees and athletic/activity fees online.

- Login to our Parent Portal <https://mywildcats.me>. Click on the 9 squares (top right of your screen) and click PayForIt.
- If you have an account, enter your email and password. If you forgot your username or password, click “Forgot Password” and enter your email address and click “By Email” or “By Phone” to receive your password.
- If you have not already done so, you will need to sign up for an account by clicking “Register”.
  - Select the state of Ohio and “OH – Southwest Local” for the district.
  - You will need your child’s student ID number.
  - Use your parent email address as your username.
- To Add a student, click “Add/View Students” at the top of the screen.
  - Click “Add Student”
  - Select the school, Enter Student ID, First Name, Last Name and Grade
  - Click “Register” and the student will be added to your account.

A screenshot of the "Login" page on the PayForIt.net website. The page has a blue header with the word "Login" in white. Below the header, there are links for "Login | Register | Forgot Password | Change Password". The main content area contains two input fields: "Email:" and "Password:". Below these fields is a blue "Submit" button. A red arrow points from the "Register" link in the header to the "Register" button in the list of instructions above.

***Remember, there is no charge to pay via PayForIt.***

### **STEP BY STEP INSTRUCTIONS FOR MAKING PAYMENTS USING PayForIt**

#### **Making a Payment**

Click on Fees at the top of the PayForIt.net screen, then click Make Fee Payment.

Select the student by clicking the circle before their name.

#### **ASSIGNED FEES:**

You will see all the fees that are assigned to this student

Click the green plus sign to the right of each fee you wish to pay.

#### **OPTIONAL FEES:**

Athletic Fees and other extracurricular fees will now be listed under optional fees.

Click the green plus sign to the right of each fee you wish to pay.

Click Review and Pay.

Choose your Payment Method and click Process Payment.