

HUNTINGTON UNION FREE SCHOOL DISTRICT
Department of Health, Physical Education and Athletics
PO Box 1500, Huntington, New York 11743

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Dear Parents and Athletes

The Huntington UFSD athletic department is excited to announce the full implementation of Final Forms, an online athletic registration system, which will streamline athlete sign-ups, boost rules and safety related compliance and reduce repetitive paperwork for families.

Final Forms will allow you to upload physical exam paperwork and complete and sign interval health history, athletic participation and parent consent forms for your child. Final Forms saves data from season to season and year to year so you will never need to enter the same information twice. It will pre-populate information wherever possible for each student, thus saving you time.

Please visit the online Huntington UFSD Final Forms site: <https://huntington-ny.finalforms.com>. You can create your account today. The attached Parent Playbook provides detailed directions on how to enroll as a parent/guardian as well as how to register your child.

Once you establish your free account with Final Forms, you will receive reminder emails to sign up your child for a sport during each season. The spring season begins at J. Taylor Finley Middle School on Monday, March 24. Approximately 30 days prior to the start date, the Final Forms registration system will open and you can sign your child up for a specific sport team and complete the online interval health history and parent consent forms. The nurse will clear students based upon the completion of these forms.

If you require any support during the account creation/registration process, please scroll to the bottom of the Final Forms page and click on "Get Help" or call Nicole Haas (nhaas@hufsd.edu) in the athletic office at 631.673.2017. Check the Parent Playbook, too.

During the registration process, Final Forms will request General Student Information, including a unique student email address, which must be different than the parent/guardian email address. You can either use your child's personal email address or their Huntington UFSD email address.

We look forward to fully integrating this new registration system in the coming months and we appreciate your cooperation.

Very truly yours,

A handwritten signature in black ink that reads "Jim Hoops". The signature is written in a cursive, slightly slanted style.

James M. Hoops



Huntington Athletic Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. FinalForms saves data from season-to-season and year-to-year so meaning that you will never need to enter the same information twice!

You will be able to review your information once per school year to verify information is current and sign the forms.

If your 7th-12th grade child is interested in trying out for a Spring Sport, you can register through this portal. FinalForms registration opens 30 days prior to the start of each athletic season. The Parent Playbook (below) will get you started in FinalForms. If you require any support during the process, scroll to the bottom of the web page and click "Use Support."

We are asking that ALL parents of SPRING athletes use FinalForms.

Please register at -- <https://huntington-ny.finalforms.com/> and electronically complete ALL forms! NOTE: If you have already registered, there is no need to register again.

Thank you for your assistance in streamlining our paperwork processes at Huntington Union Free School District Athletic Department.

A reminder will be on our district website in January 2025.



FINALFORMS™

PARENT REGISTRATION

HOW DO I SIGN UP?

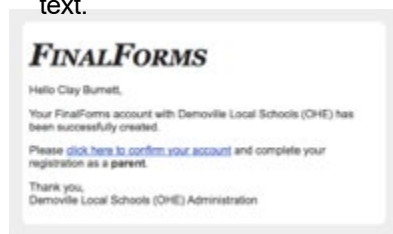
1. Go to- <https://huntington-ny.finalforms.com/>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your **NAME, DATE OF BIRTH** and **EMAIL**, then click **REGISTER**
4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



Parent

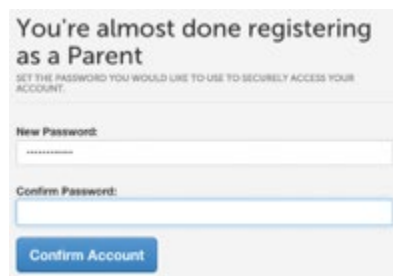
LOGIN

NEW ACCOUNT

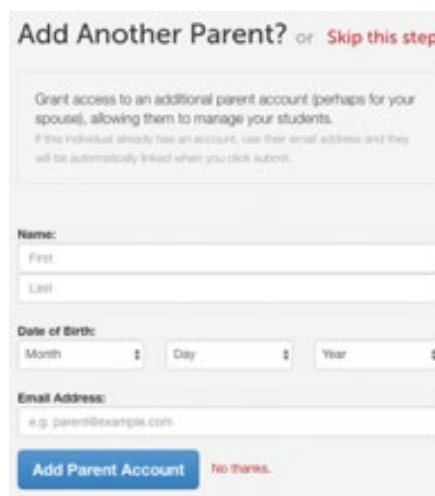


NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email support@finalforms.com

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



6. You may be asked if you want to grant another. Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the **NAME, DATE OF BIRTH** and **EMAIL**, then click **ADD PARENT ACCOUNT**.



7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.



FINALFORMS™

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Info
- Doctor, Dentist & Hospital Information
- Insurance Company & Policy Number
- Email Address for BOTH you and your student (if required by your district)

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to - <https://huntington-ny.finalforms.com/>



2. Click **LOGIN** under the Parent Icon

3. Click **REGISTER STUDENT**



4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

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.

*****IMPORTANT***** If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.

8. Click **MY STUDENTS** if you are done, or **REGISTER ANOTHER STUDENT** if you need to add another.

9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button