



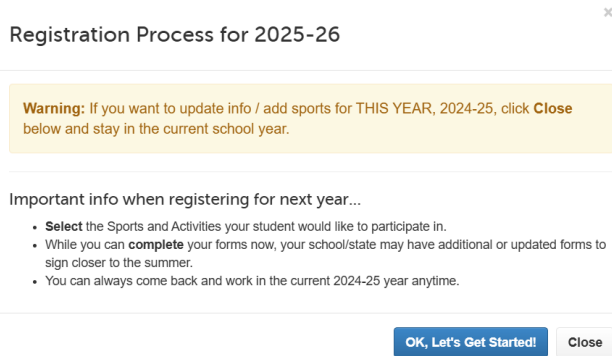
# Instructions to Complete an Application for Admissions for a New Student

## Parent Registration

1. Go to: <https://reitzmemorial-in.finalforms.com/>
2. Locate the Parent icon and click **NEW ACCOUNT**.
  - *NOTE: If a parent has an existing FinalForms account, they may click **LOGIN** and jump to Step 6.*
3. Type your **NAME**, **DATE OF BIRTH** and **EMAIL**. Next, click **REGISTER**.
  - *NOTE: You will receive an email within 3 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still cannot locate the FinalForms email, then email [support@finalforms.com](mailto:support@finalforms.com) informing our team of the issue.*
4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from FinalForms. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.
5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Once logged in, select the **CLICK TO SWITCH TO 2025-26 REGISTRATION**.



7. Once prompted, click **OK, Let's Get Started!**



*continue . . .*

## **Enrolling a New Student**

1. Click **ADD STUDENT** for your first child.
2. Select **NEXT YEAR** for which school year you are registering for along with the appropriate **GRADE**. Then, click **CONTINUE TO REGISTRATION**.
3. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
4. In order to complete the online application for admissions, the following documents need to be prepared for upload and are required to submit:
  - Most Recent Dated Report Card – This can simply be a picture or screenshot of the student’s most recent report card. This attachment can be acquired from the parent portal of a school information system (example: PowerSchool), or from a digital or physical copy that you have previously received. This document must show a date.
  - Most Recent IEP, ISP, CSEP, or 504 plan (if applicable)
  - Attendance Record (if not included on report card)
  - Disciplinary Record (if not from a Diocesan eastside partner school) – Reitz Memorial shares the same school information system as our Diocesan eastside partner schools which will allow us access to this information.
  - Immunization Records – State law requires that all students provide documentation of immunizations. The documentation must include the student’s name and date of birth, and the vaccine given and date of each immunization.
  - Birth Certificate (if not from a Diocesan eastside partner school) – Reitz Memorial shares the same school information system as our Diocesan eastside partner schools which will allow us access to this information.
  - Custody Agreement or Copy of Most Recent Court Order (if applicable)

*The following schools are considered eastside partner schools: Annunciation at Christ the King, Annunciation at Holy Spirit, Good Shepherd, Holy Rosary, St. Benedict, and St. John the Baptist.*
5. Complete each form and sign your full name (*i.e.* ‘Jonathan Smith’) in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.
6. When all forms are complete, you will see a ‘Enrollment Forms Finished’ message.

### **How do I register additional students later?**

Click **MY STUDENTS**. Then, repeat Steps 1 through 6 for each additional student.

### **How do I update information?**

Login at any time and click **UPDATE FORMS** to update information for any student.