

# Columbus Academy

Dear Columbus Academy Families,

Columbus Academy collects health and athletic forms in several ways. We require all students to have their health and athletic forms submitted before the start of the 2020-21 school year or any school-sponsored activity, including athletic practices.

## **For students in ALL grades**

Final Forms is a secure platform for collecting health and athletic forms for students each school year. This enables you and your student(s) to complete and file MOST of your school forms electronically, including: Health History, Medication Authorization, Immunizations, Emergency Medical Authorization, and Transportation Information. **We require ALL students to be registered in Final Forms before the start of the 2020-21 school year.**

Register for Final Forms at: [columbusacademy-oh.finalforms.com](http://columbusacademy-oh.finalforms.com).

## **Immunization Records**

A printed copy of your child's immunization record is required by Ohio law each time a new immunization is received. All students in Ohio are required to have up-to-date immunizations documented by the 15<sup>th</sup> day of school. Immunization records can be emailed, mailed or faxed to the school nurses.

Nurses' email: [nurse@columbusacademy.org](mailto:nurse@columbusacademy.org)

Mailing address: School Nurse  
Columbus Academy  
4300 Cherry Bottom Rd.  
Gahanna, OH 43230

Fax: (614) 475-0396

Please click on the following links for:

- [Immunization Summary for 2020-21](#)
- [Instructions for Kindergarten Families](#)
- [Instructions for All Grade 7 Families](#)
- [Instructions for All Grade 12 Families](#)

For more immunization information please visit [odh.ohio.gov/wps/portal/gov/odh/know-ourprograms/immunization/media/immunization-summary-school](http://odh.ohio.gov/wps/portal/gov/odh/know-ourprograms/immunization/media/immunization-summary-school).

### **Students Entering Explorers Program and PreK**

In addition to Final Forms, a one-page paper health form with immunizations and documentation of a physical exam must be completed and signed by your healthcare provider with documentation of a physical examination every 12 months. At the time of expiration, you will receive notification from the school nurses that documentation of an updated physical exam is needed.

[Click here](#) to download the: Health History Form (Explorers Program and PreK).

### **For Student-Athletes in Grades 6-12**

Student-athletes must also have the Ohio High School Athletic Association (OHSAA) Physical Form completed and signed by a healthcare provider every 12 months. Students' athletic forms will be kept in the athletic department. Once they are received, the expiration date will be entered into Final Forms and you will receive automatic notifications when your student's forms need to be updated.

### **Registering with Final Forms**

1. Go to [columbusacademy-oh.finalforms.com](http://columbusacademy-oh.finalforms.com) and electronically complete all of the forms.
2. Click NEW ACCOUNT under the Parent Icon.
3. Type your NAME and EMAIL.
4. Click REGISTER.
5. Check your email from Final Forms and click CONFIRM YOUR ACCOUNT in the body of the email (check your spam folder if you did not receive an email after 2 minutes).
6. You may grant access to another parent/guardian OR click SKIP THIS STEP.
7. The account is now created, click REGISTER STUDENT.
8. Complete each section of the form and sign your full name in each Parent Signature field.
9. When all forms are completed you will see a "FORMS FINISHED" message.
10. Students in grades 6-12 will receive an email prompting them to sign their forms.
11. Click MY STUDENTS when finished, or REGISTER ANOTHER STUDENT.
12. At any time, you may view or update forms by logging in and clicking UPDATE FORMS.

[Click here](#) for further instructions from our Athletics Department.

Thank you for your assistance in streamlining our paperwork process. Please contact us with any questions.

Sincerely,

Beckie Hoagland RN, BSN, LSN

Janet Fireman RN, BSN, LSN

School Nurses | Columbus Academy | 614-509-2234 | [nurse@columbusacademy.org](mailto:nurse@columbusacademy.org)