

# Columbus Academy

Dear Parents of Student-Athletes in Grades 6-12,

We write to share information to help your child be prepared to join Academy's interscholastic athletic teams for the 2021-22 school year.

Before a student-athlete can participate on an Academy interscholastic sports team, the Ohio High School Athletic Association (OHSAA) requires examination by a physician and the submission of several forms. Once submitted, the forms are good for 13 months.

Student athletic forms are completed through Final Forms. 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.

We look forward to seeing you!  
The Athletic Department

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