

FINAL FORMS

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

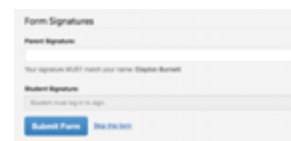
- Basic Medical History & Health Info
- Doctor, Dentist & Hospital Informational
- Insurance Company & Policy Number
- Email Address for BOTH you and your student (if required by your district)

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://eaglepoint-or.finalforms.com/>
2. Click **LOGIN** under the Parent Icon
3. Click **REGISTER STUDENT**
4. Complete the form including the Student's Legal Name, **SCHOOL EMAIL ADDRESS** (*if you have this - any email address will work if school email is not available*), Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**
 - a. **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.
 - a. **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.
 - a. *****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.



Please contact the [athletic/activities office](#) 541.830.6396 or the middle school front desk for more help or information