

## Final Forms Instructions 2026-2027

Below you will find instructions on how to set up your account and upload the appropriate forms.

For the 2026-2027 school year we will be using Final Forms to sign and upload all athletic forms (sports physical, consent form, sudden cardiac arrest form, concussion form, and the athletic handbook form). **Parents and students will need to create an account to submit and sign each form.** The instructions on how to create a parent account and a student account are written below. If you require any support during the process, scroll to the page bottom-right and click "Get Help" to reach the 24/7 support team. You may review your information at any time to verify it is current. You will be required to sign your forms once per year and after any update. This is required for students (5th-12th grade) wanting to participate on an athletic team at Providence Academy.

**Please register at: <https://providenceacademy-tn.finalforms.com/> and follow the prompts to create your account, create your students account and sign your forms.**

### Parent Registration – Final Forms

1. Go to: <https://providenceacademy-tn.finalforms.com/>
2. Locate the parent icon and click **NEW ACCOUNT** below.
3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.

*NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the Final Forms 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 the Final Forms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.
5. Create your new Final Forms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.

### Student Registration- Final Forms

1. Once you have added a student to your parent account use the following instructions to create a student account. (students will need to have access to their email account)
2. Go to: <https://providenceacademy-tn.finalforms.com/>
3. Locate the student icon and click **LOG IN**.
4. Click on the "**NEVER LOGGED IN**" link to receive an email that will lead your student to create a password for their account and log in.
5. Once they are logged in they can navigate to the forms and sign all required forms.