

If you are a new HCS parent (do not currently have students enrolled at Hamilton Community Schools), please follow these steps:

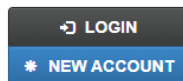
- Go to the following website or scan the QR code below:  
<https://hamilton-mi.finalforms.com/parents/registration>



- Make a parent account using your email address, by clicking the “NEW ACCOUNT” button



Parent



- Enter your email address then a confirmation email will be sent to that email address, open that email and follow the instructions. Once you have made a password the following screen will appear.

# How to Add and Manage Your Students

*Our goal is to keep this process as simple as possible for you, the parent.*

Unless another parent has already done so, follow these steps:

1. **+ Add Student** - Fill out some basic information about your student. Your student will be visible to school administrators and you will always be able to see them in this list.
2. **📄 Update Forms** - Read through and complete the required forms.
3. **\$ Pay Fees** - Pay any registration/participation fees.
4. Your school administration will review your registration and enroll your student or provide further instructions.  
*Once Enrolled...*
5. **🏆 Add Sports/Activities** - If your student is considering participating in a sport, we strongly encourage you to add that sport and complete the sports forms as well just to be safe. (Skip this step if your child is not a student-athlete.)
6. **📄 School Forms** - Read through and complete any additional school or athletic forms. *(If student signatures are required, your student will automatically be prompted to log in and sign after you complete all forms.)*



**Add Student**

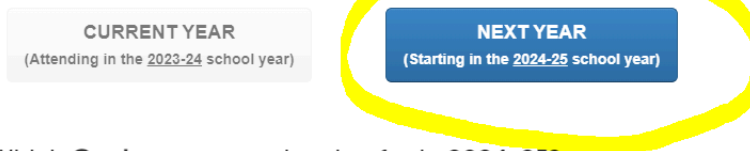
- Then click the blue button “Add Student”
- Once you have successfully logged into your parent account, you will need to click the big blue button to change to the 2024-25 school year.



**NEXT YEAR**  
(Starting in the 2024-25 school year)

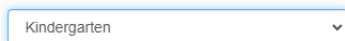
- The following screen will appear, click “Continue to Registration!”

Which **School Year** are you Registering for?



Registration screen showing two buttons: "CURRENT YEAR (Attending in the 2023-24 school year)" and "NEXT YEAR (Starting in the 2024-25 school year)". The "NEXT YEAR" button is circled in yellow.

Which **Grade** are you registering for in 2024-25?



Kindergarten

Some Schools are not open for registration yet!

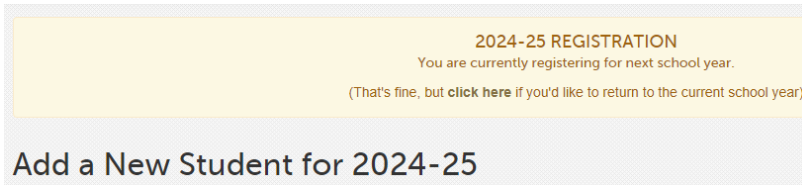
- **Open** - BES
- **Open** - BSES, HES
- **Opens Mar 15** - HVS

Come back later

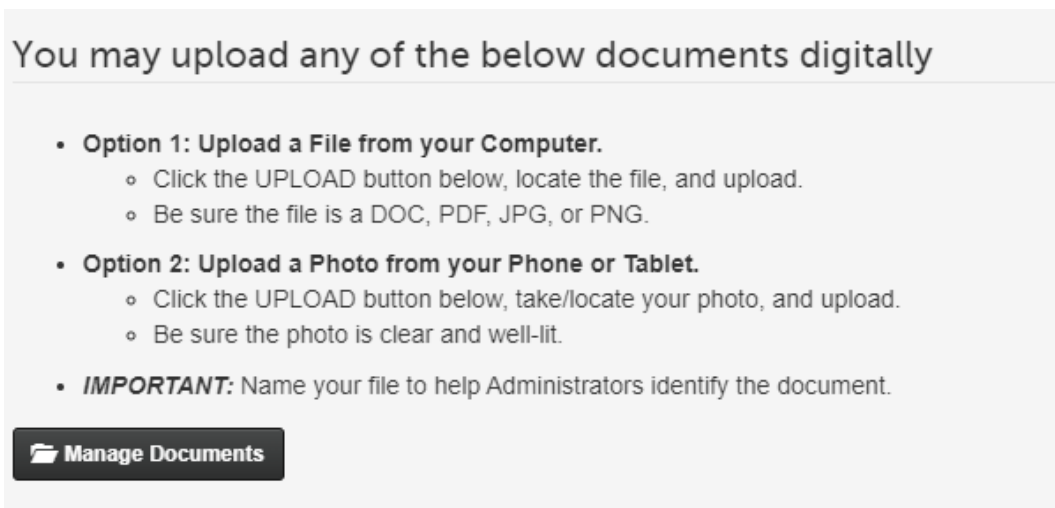
**Continue to Registration >**



- After you have clicked “Continue to Registration!” It will take you to this screen - **MAKE SURE IT SAYS “2024-25 REGISTRATION” AT THE TOP!**





- Follow the steps to create your students account.
  - Make sure to change the grade to “Kindergarten - (Class of 2037)”
- Once you have completed the information for your students account, select which school they will be attending. **Do not select Hamilton Virtual School unless you have been accepted into the program.** Please select from: Bentheim Elementary, Blue Star Elementary or Hamilton Elementary.
- The next page is where you will upload your documents to your students account.



Please upload the following:

- Birth Certificate
- 1 Proof of Residency - Driver’s License doesn’t count
- Driver’s License
- Dental, Vision & Hearing Screening Results
- Immunization Records
- From there, you will have to complete and sign the following forms:
- **Do not sign (Birth Certificate, Proof of Residency, Driver’s License, Vision & Hearing or Immunizations) until you have uploaded the documents.**

 New Student Registration Process
 Contact Information
 Demographic Information
 Additional New Student Info
 Immunization Information Disclosure
 Start School Ready
 Ages and Stages Questionnaire
 Language Survey
 Proof of Residency
 Dental, Vision, and Hearing Screening Upload
 Health History & Medical Profile
 Birth Certificate
 Medications
 Past & Ongoing Health Conditions
 Emergency Medical Authorization
 McKinney Vento Intake Affidavit Form
 Acceptable Use Policy
 Student Device Loan Agreement
 Permissions
 Transportation
 Directory Information Release
 Student Handbook Agreement
 Concussion Awareness

- **Before your child can start school, the above forms must be completed (they will turn green once completed) as well as have the following documents uploaded:**
  - Birth Certificate - in the Birth Certificate form (DO NOT SIGN UNTIL UPLOADED)
  - 1 Proof of Residency (Driver's License does not count) - in the Proof of Residency form (DO NOT SIGN UNTIL UPLOADED)
  - Driver's License - in the Proof of Residency form (DO NOT SIGN UNTIL UPLOADED)
  - Dental, Vision & Hearing Screening Results - in the Dental, Vision & Hearing form (DO NOT SIGN UNTIL UPLOADED)
  - Immunization Records
- You will upload your Driver's License & Proof of Residency both in the Proof of Residency Form:

## Proof of Residency

Please click the button to upload your **driver's license** and one (1) of the documents listed. If you are an approved school's of choice applicant, you are only required to upload your driver's license.

- Utility bills (no cell phone)
- Auto registration
- Auto insurance
- Bank statement
- Pay stub
- USPS change of address letter
- Tax bills
- Buy/Sell Agreements
- Government Paperwork
- Credit card bill
- Signed Lease Agreement with Property Owner

 Upload Proof of Residency

Check here if your student is a School of Choice applicant.

### Required Form Signatures

Do NOT sign this form until the required document(s) has been loaded. If the document(s) has not been loaded, select 'Skip for Now'.

Parent/Guardian Signature:

Signed on Jan 25, 2022

[Submit Form](#)

[Skip for now](#)

- Please enroll your child as soon as possible into Final Forms, but documents have to be uploaded by August 8th, 2024.