

PRINTING STUDENT PHYSICAL FORM FROM FINAL FORMS

You can save yourself some time in filling out the Patient Health Questionnaire on the Physical form by downloading it directly from Final Forms. Here are the steps on how to download:

1. Login to your parent portal of Final Forms at <https://sheffieldlake-oh.finalforms.com/>
2. If system is still in recently completed school year, click on the big blue button at the top of the screen to switch to next school year.
3. Click any and all sports your son/daughter is interested in for next school year. (Even if they end up not participating, it will save you time later!)
4. Click on the blue Unsigned Forms button to complete all of your student's forms for next school year. Once you have finished with all of their forms, it'll bring you back to your "My Students" screen.
5. Click "+ PPE Medical" button to open PDF copy of your student's physical form with all background information completed based on your answers to your student's different Final Forms.
6. Print off all 5 pages and take with you to your physical appointment. Although you'll only need to turn in pages 4 & 5, the doctor will require all five pages in order to complete the appointment exam.
7. **Please make sure the doctor signs and dates both at the bottom of page 4, and also in the middle of page 5 prior to leaving the office.**

UPLOAD PHYSICAL FORM TO STUDENT'S FINAL FORMS ACCOUNT

After your physical appointment, please upload either a scanned copy or a screenshot of your student's physical form directly to your Final Forms account. It is best for you to upload a copy so you can keep the original for your records or for any future needs. You would also be able to access your student's form by downloading from your Final Forms account when needed.

ANY FORMS TURNED IN TO THE SCHOOL WILL BE UPLOADED TO THE STUDENT'S FINAL FORMS ACCOUNT AND SHREDDED...NO PHYSICAL FORMS PAPER COPIES WILL BE KEPT BY THE ATHLETIC DEPARTMENT.

In order to upload your form,

1. First you'll need to either scan or take a screenshot/picture of pages 4 & 5 of the student physical form (these are the two pages completed by the doctor/nurse at the physical appointment).
2. Login to your parent Final Forms account.
3. Under the "My Students" account, click on the file folder icon between "+ PPE Medical" and "Profile".
4. Under the "Select Document Type" menu, select "Physical".
5. Click on the black "Upload Document" button.
6. Select the file where you stored your student's completed physical form and click "Open" in the lower right corner. Please make sure you upload both pages 4 & 5 if you scanned or screenshotted them separately.
7. Once completed, you should see your uploads listed under Physical on the Documents screen.
8. Final Forms will then send the AD a message that a new document was uploaded to your student's account. He will then go into the system and update the new expiration date (13 months from the signed date of exam on page 5 of the physical form).
9. If you do not see your son/daughter's account reflect the new expiration date within 24-48 hours of submitting the new form, please email me at cadkins@sheffieldschools.org to let me know just in case I do not see the upload message originally.