FINALFORMS

REGIONAL TRAINING SESSIONS   45 minutes

Recommended Attendees
Secretaries, Central Office Administrators, Registrars, Principals, and other interested leaders.

FinalForms Training Sessions - What's new and Fall "hot topics"

Learn the basics of online forms, student statuses, and automated alerts to streamline parents/student communication and information distribution – beyond your wildest dreams!

Dashboard
- Brief overview
- Calendar, Megaphone, Name drop-down, etc.

Academic Mode - quick review of other modes
- Formsets - Full form history and customizable, signed yearly - send reminder
- Communication tools - ring bell and mass Email/Text*
  - Email history/text history
- Countdowns
- Clearances
- File Folders - REVIEW, reject/accept, can add more categories - correspond to notifications

Managing Parents - a PDF will be included in my follow-up email with the most commonly asked parent questions
- Connecting students to parents - updating email (must confirm)
- Duplicate student accounts - email Support

Gatekeeper *(FinalForms-to-SIS Data Management)*
- Tips, tricks, and caveats
  - Incomplete addresses
  - Won't turn green (Email Support)
- Reminder of what extra contacts are
- Contact matching is available for eSchoolPlus and PowerSchool users

Groups
- Proposing, creating, and approving groups
- Group modes
- Students can remain in groups year to year

Activities
- Parents sign up for these like a sport
- Creates "roster" for staff in charge
- Activity-specific forms

Staff Forms
- Forms
- E-cards

Readiness Checklist
- Discuss where to find the Readiness Checklist in January and who will see it.
  - Open registration by grade
  - Delay returning student registration
- Be sure to join one of our group trainings for the Readiness Checklist that we offer beginning in January

Notifications
Playbook and Videos

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* We will conclude with an open Q&A session.