

Regional Training–November 3rd

Recommended Attendees

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

Topics Covered

Academic Mode

- Formsets
- Communication tools
- Sorting and filtering student lists
- Expiration countdowns
- Clearances
- File Folders

Medical Mode

- E-Card access and distribution
- Sorting and filtering student lists
- Exporting appropriate information

Groups

- Proposing, creating, and approving group rosters
- Roster modes Activities
- Activity-specific forms

Enrollment Records

- New enrollments - additional forms
- Process an enrollment
- Changes in status/grades
- Withdrawals

Managing Parents

- Connecting students to parents
- Duplicate accounts

Gatekeeper (FinalForms-to-SIS Data Management)

- Update a current student
- Tips, tricks, and caveats
- Resources (Digital Playbook and Video Library)

FINALFORMS



Training Information

In-Person Sessions

Option 1: 9:30 a.m. – 11:00 a.m. (with Q&A to follow)

Option 2: 12:00 p.m.– 1:30 p.m. (with Q&A to follow)

Virtual Sessions

Option 1: 9:30 a.m. – 11:00 a.m. (with Q&A to follow)

Option 2: 12:00 p.m.– 1:30 p.m. (with Q&A to follow)

To register:

Go to www.mveca.org & click View Monthly Calendar

MVECA is located at 888 Dayton Street, Suite 102, in Yellow Springs, Ohio 45387