SOUTHERN HILLS CAREER & TECHNICAL CENTER

Southern Hills Career & Technical Center
Application Process

A step-by-step guide for parents and students

APPLICATIONS OPEN	PRIORITY DEADLINE	EMAIL/LETTER SENT
November 1	February 12	Week of March 8

PART 1 | Create your parent account

Step 1. Visit **https://shctc-oh.finalforms.com**.

Step 2. Under the Parent icon, click **NEW ACCOUNT**.

Step 3. Enter your name, date of birth, and email address. Click **REGISTER**.

Step 4. Check your email for an account confirmation message from FinalForms Mailman. Click **CONFIRM YOUR ACCOUNT** in the message.

Step 5. Create a password, then click **CONFIRM ACCOUNT**.

Step 6. Select **REGISTER STUDENT** to begin adding your child.

Did not receive the confirmation email? Allow about 2 minutes, then check your spam folder. If it is still missing, contact support@finalforms.com.

PART 2 | Add your student

Step 7. If you are not already signed in, return to the website and click **LOGIN** under the Parent icon.

Step 8. Click **ADD STUDENT**. (If you just created your account and selected REGISTER STUDENT, continue with student registration.)

Step 9. Enter your student·s legal name and all other required information. Click **CREATE STUDENT.**

PART 3 | Complete and submit the forms

Step 10. Complete each form. Enter your full name in the parent signature field on every page.

Step 11. After signing each form, click **SUBMIT FORM** and proceed to the next one.

Step 12. Continue until you see the message ·**Forms Finished.**·

Need to add another student or make changes?

Additional students: Click MY STUDENTS, then repeat the add-student and form-completion steps for each child.

Update information: Sign in at any time and click UPDATE FORMS for the student whose information needs to be changed.

Final check: Make sure all parent forms show as finished.

SCAN TO OPEN FINALFORMS
https://shctc-oh.finalforms.com