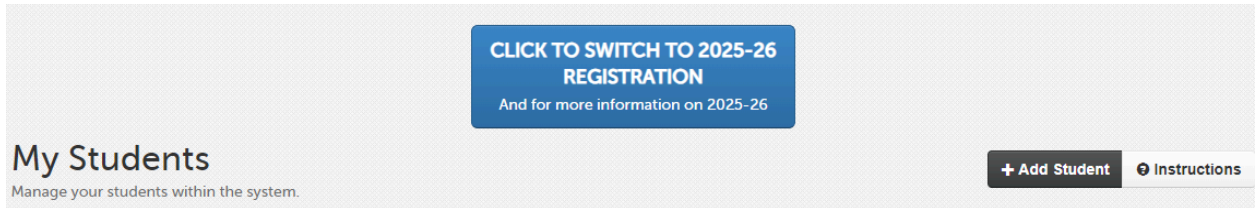


If you are an existing HCS parent (have a student currently enrolled in Hamilton Community Schools), please follow the following steps:

- Got to the following website <https://hamilton-mi.finalforms.com/parents/login>



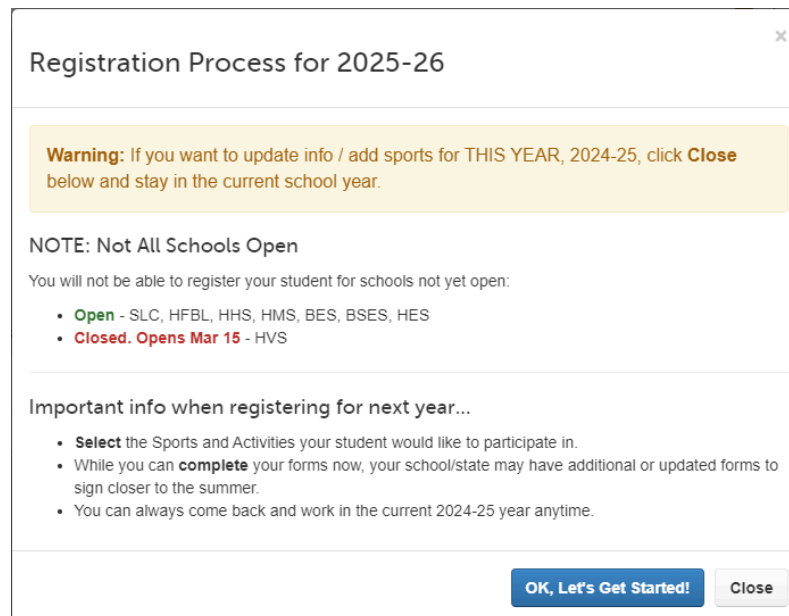
- Login to your Parent Account



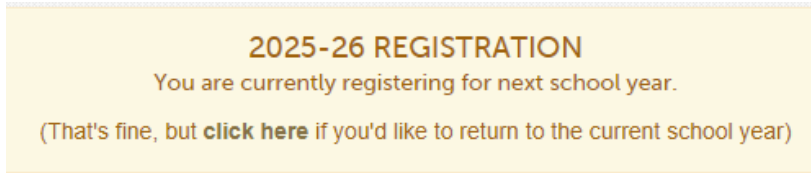
- Make sure to change the registration year to 2025-2026 by clicking:

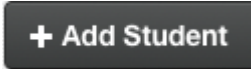



- The following screen will appear, click “OK, Let’s Get Started!”



- Once the school year has been changed, it will look like the picture below at the top (you will want to make sure it says 2025-2026 at the top).




- Click 
- Follow the steps to create your students account.
 - Make sure to change the grade to “Kindergarten - (Class of 2038)”

- Then click the blue button “Create Student” 
- 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.

You may upload any of the below documents digitally


- **Option 1: Upload a File from your Computer.**
 - Click the UPLOAD button below, locate the file, and upload.
 - Be sure the file is a DOC, PDF, JPG, or PNG.
- **Option 2: Upload a Photo from your Phone or Tablet.**
 - Click the UPLOAD button below, take/locate your photo, and upload.
 - Be sure the photo is clear and well-lit.
- **IMPORTANT:** Name your file to help Administrators identify the document.



Please upload the following:

- 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
- From there, you will have to complete and sign the following forms:

 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


- **Do not sign (Birth Certificate, Proof of Residency, Driver's License, Denal, Vision & Hearing or Immunizations) until you have uploaded the documents.**
- **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
 - 1 Proof of Residency - Driver's License doesn't count
 - Driver's License
 - Dental, Vision & Hearing Screening Results
 - 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

 [Skip for now](#)

- Please enroll your child as soon as possible into Final Forms, but documents have to be uploaded by August 8th, 2025.