

Zane Trace Local School District

Important Announcement

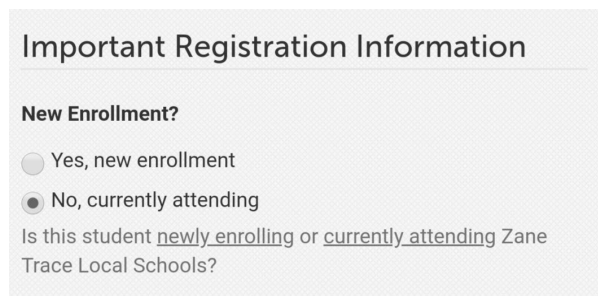
Zane Trace Local School District will be joining several districts across the state and begin using online paperwork. This will minimize building traffic and keep everyone safe!

From now on YOU will have the ability to verify any information pertaining to your student and family. You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update. We hope this method of doing paperwork will save our parents and guardians time moving forward!

Directions for using FinalForms and online registration:

1. Visit www.zanetrace.org
2. Under the Parents Tab, select FinalForms
3. Select New Account under Parent
4. Register as a Parent/Guardian. You must be a parent/guardian to create this account and start the process.
5. You will receive an email from FinalForms within 3 minutes prompting you to confirm and complete your registration. Check the Spam folder if necessary.

6. After confirming your email address, you will then find yourself logged in and able to add your students!
7. Click Add Student and proceed to enter student information. Once you are asked if the student is already attending Zane Trace, choose NO, CURRENTLY ATTENDING. Otherwise, if the student is new to the district, select YES, NEW ENROLLMENT.



Important Registration Information

New Enrollment?

Yes, new enrollment

No, currently attending

Is this student newly enrolling or currently attending Zane Trace Local Schools?

8. Proceed to add the students information and complete all tabs and digitally sign the document. If you need help, there is a support button on every page.

Buildings will reopen August 4 if you require assistance to create your account. For questions or concerns please contact your building administrator by email.

Elementary School Principal Susan Congrove scongrove@ztlisd.org

Middle School Principal John Berry jberry@ztlisd.org

High School Principal Ty Wertman twertman@ztlisd.org