



Henry County Public Schools welcomes your child and you to our district. In order to make the process as smooth as possible and reduce delays in obtaining necessary information, we ask that you follow this guideline to complete the registration:

Step I: Complete a Student Enrollment Form for each child enrolled in the Henry County Public Schools. Submit the enrollment form via email to [online.registration@henry.kyschools.us](mailto:online.registration@henry.kyschools.us).

Step II: Collect the following to complete registration and return everything to:

**Student Services  
Henry County Public Schools  
326 South Main St.  
New Castle, KY 40050**

**Or by scanning the below listed documents to  
[online.registration@henry.kyschools.us](mailto:online.registration@henry.kyschools.us).**

- Proof of residency (utility bill, rental agreement, driver's license)
- Birth certificate (official Vital Statistics form)
- Social Security card
- Eye Exam for 1<sup>st</sup> time enrollment into Kindergarten
- Dental Screening for 1<sup>st</sup> time enrollment into Kindergarten
- In-state immunization certificate
- Physical by physician for 1<sup>st</sup> time enrollment in Kentucky school or 6<sup>th</sup> grader
- Transcript from previous school for high school students
- Last report card for elementary and middle school students
- Special education info if applicable (current IEP, conference summary from last ARC)
- Medical info if special condition exists
- Guardianship documentation signed by judge if not being enrolled by parent

Step III: You will be notified when the enrollment process has been completed.

If you have questions, you can call Student Services at the Central Office at 845-8600.