

Online Registration Procedures Annual Update: Returning Students

1.) Online Registration (Annual Update)

Each year students are required to have an enrollment application (annual update) completed. The annual update process is for existing families only. If you are new to the district, please refer to the section titled "New Students." The information you provided during last year's Online Registration will be carried into the new application. You will have the ability to make changes if needed while completing the application. Some grade levels have required documentation to continue with the enrollment process. Failure to upload/turn in the required documents will result in your application not being processed for enrollment.

- Incoming kindergarten students (previously enrolled in HCECC/Preschool) - REQUIRED: official birth certificate (no hospital copies accepted), up-to-date Kentucky Immunization Certificate*, school entry physical*, eye exam* (completed by an eye doctor, not family physician), and dental exam*. OPTIONAL: social security card. If you turned these in for PK enrollment they will be given back to you.
- Incoming kindergarten students (not previously enrolled in a public school) - REQUIRED: official birth certificate (no hospital copies accepted), up-to-date Kentucky Immunization Certificate*, school entry physical*, eye exam* (completed by an eye doctor, not family physician), and dental exam*. OPTIONAL: social security card.
- Incoming 6th grade students - REQUIRED: new school entry physical, up-to-date Kentucky Immunization certificate.

**all forms listed above are available at your student's physician's office*

Henry County Public Schools has an open enrollment agreement with neighboring school districts. If you currently live outside the HCPS district boundary and your student was considered a non-resident you will be able to complete the annual renewal application as part of online registration. If you have moved outside the HCPS district boundary and wish for your student to continue enrollment with HCPS you will need to complete the application for non-resident enrollment available through online registration.

To complete the required annual update please log in to Parent Portal;
<https://kyede5.infinitecampus.org/campus/portal/henry.jsp>, and follow these steps:

- Click on the 3 lines in the upper left corner. Select "More."
- Select Online Registration
- Choose Existing Student Registration

◀ More | Online Registration

NAME	STATUS	ACTION
2021-2022 New Student Registration		Start
2022-2023 Existing Student Registration	NOT STARTED	Start

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- Your student(s) information will appear here. Select “Begin Registration”

< Online Registration | Existing Student Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
██████████	00	Yes	Included	No
██████████	03	Yes	Included	No
██████████	05	Yes	Included	No
██████████	06	Yes	Included	No

[Begin Registration](#)

- Click the button at the bottom of the screen “CLICK HERE TO BEGIN”

If you have students enrolled in HCPS you will need to complete the annual update for your current students and then enroll the new kindergarten student. Please gather the above mentioned information and proceed to the section titled “Annual Update” for links and other information.

If you need additional information/guidance please use the “OLR Annual Update Guide 21-22” if this is your first time completing the annual update. If it is your second year please use the “OLR Annual Update Quick Step Guide 21-22.”

2.) E-Signature PIN Set-Up and Account Security Email

Log in to Parent Portal; <https://kyede5.infinitecampus.org/campus/portal/henry.jsp>, and follow these steps:

- Click on this icon in the upper right corner
- Select “Settings”
- Select “Account Settings”
- Verify that you have an Account Security Email (If you do not, you need to set this up at this time.)

Add

- Click “ADD” next to E-signature PIN
- Create your unique PIN using the rules below and click the blue “Save” button at the bottom of the screen.

Add E-Signature PIN

Your E-Signature PIN must be five (5) characters. Enter a combination of letters, numbers, and special characters (!@#\$%^&*+?~|=). At least two character types must be used.

E-Signature PIN *

Confirm E-Signature PIN *

Enter Campus Password *

Save