

On-Line Registration New Student Quick Step Guide

1. Go to <https://kyede5.infinitecampus.org/campus/OLRLogin/henry> from your device.
2. Choose the household language and fill in the information. Click on the blue “Begin Registration” button.
3. You will receive a confirmation email with information to gather before you begin AND the link for the registration.
4. Opening the link will give you an application number. Please make sure you write down the number; you will need it in the event you are disconnected or need assistance from HCPS staff. Click “Confirm.”
5. Select your language again and click the button at the bottom of the screen “CLICK HERE TO BEGIN.”
6. Enter the information requested on each screen. Please note, **required fields** are marked with a red asterisk (*). As you enter the information on each screen, you will click “Next” until you come to the end of a section and then you will click “Save and Continue.” Below is information to help you as you go through the application:
 - a. *Student(s) Primary Household*: Include a contact phone number, physical and/or mailing address. District specific information that applies to the entire household is included here. If you live outside the HCPS district boundary but prefer your children to attend HCPS, you will fill out the non-resident application here.
 - b. *Parent/Guardian*: Add all contact information for each parent/guardian and select the type of notifications to receive. Please include ALL legal parents/guardians, including those who do not live in the household. You will be able to provide their household address if known.
 - c. *Emergency Contact*: Add at least two emergency contacts entered for each student. This is someone other than his or her parent/guardian.
 - d. *Other Household*: Add information on others who live in the household, such as older or younger siblings, family members that share the residence but are not emergency contacts.
 - e. *Student*: This is where you will add student-specific information. There is required documentation to upload depending on the grade level of the student. Failure to provide this documentation will cause the application to be put on HOLD and returned to the parent/guardian for correction. Please see notes on some of the areas you will complete.
 - i. *Transportation* - Indicate if your student will be a car or bus rider or both, when they will ride a bus, and where the student will get on or off the bus (if it is not at their home address, please provide requested address). If you have a student driver, you can fill out the parking pass application as well.
 - ii. *Student Services* - If your student is **currently receiving services** for special education, or has been identified as gifted/talented, you can indicate it here. If it is their first year in school, answer NO.
 - iii. *Previous School* - If your student is **transferring into the district** you will need to complete the information regarding their last school. Please include the most recent report card/progress report/transcript.
 - iv. *Relationships* – All contacts, except “other household members” will need a contact sequence. Household contacts appear in Infinite Campus in the event that person needs to check out the student or get them off the bus. The sequence lets the school know the order in which to contact those people.
 - v. *Health Services* – In this group, you will include doctor information and list any medical conditions and/or medications the student takes. You will have access to the medical care plans that your student’s doctor will complete and then you will return it to our health services department.
 - vi. *Enrollment Documents* - Upload any required documents depending on your student’s grade. Failure to upload the required documentation will cause the application to be put on HOLD and returned to the parent/guardian.
 - vii. *Internet Access* - If you have a middle or high school student you will be asked if your child will use a district issued Chromebook.
 - viii. *Release Agreements* - You will need to give permission or verify our understanding of each individual statement.
7. After adding all students, you can review your information through the provided PDF, **AND/OR** you can click on the red submit button to submit the application for processing. You must confirm your submission.