



Annual Update: Returning students

1.) E-Signature PIN Set-Up

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.)
- 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

2.) Meal Benefits Application

The Meal Benefits Application is the application used to determine eligibility for free/reduced school fees. You only need to complete this application one time for your entire household. To complete the application follow these steps:

- Select the three lines in the upper left hand corner of the portal. 
- Select “More”
- Select “Meal Benefits”
- Follow the prompts through the application. There are several screens. Please NOTE: In the past parents could choose not to report the household income
- Please gather your household income information (before deductions) to be able to accurately complete the form.

(Individual screenshots are available in a handout that can be requested from your teacher.)

3.) Online Registration (Annual Update)

Each year students are required to have an enrollment application completed. 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 the required documents will result in your application being placed on "**HOLD**" and returned to the parent or guardian for completion.

- Incoming kindergarten students (previously enrolled in HCECC/Preschool) - **REQUIRED:** new school entry physical, up-to-date Kentucky Immunization certificate, dental exam.
- Incoming 6th grade students - **REQUIRED:** new school entry physical, up-to-date Kentucky Immunization certificate.
- Incoming 11th grade students - **REQUIRED:** up-to-date Kentucky Immunization certificate.

If you need to enroll a new kindergarten student that was not previously enrolled in HCECC/Preschool you will need to gather the following documents before beginning your online registration application. Failure to upload the required documents will result in your application being placed on "**HOLD**" and returned to the parent or guardian for completion.

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

**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 follow these steps.

- Click on the 3 lines in the upper left corner. Select "More."
- Select Online Registration
- Choose Existing Student Registration
- Your student(s) information will appear here. Select "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.”