Online Registration Procedures HCECC/Preschool to Kindergarten

Applications for **Kindergarten students** will open on April 12, 2022. There will also be a community wide *Kindergarten Registration Night on April 14, 2022 at the Henry County Public Library from 4:30-6:00*. You can begin enrolling your student on April 12 and seek assistance if needed at the event on April 14.

New to our first time Kindergarten families is the **Meal Benefits Application.** This application will open on July 5, 2022. Because HCPS is a district in which all students receive free breakfast and lunch, this application is required to determine eligibility for additional benefits such as free/reduced fees. *If you aren't comfortable providing your income, please do not put in $0. Those who choose not to report their income simply don't fill out the form.* If there is a chance that you think your child will qualify for free/reduced fees make sure you fill this out anytime from July 1 to August 1, 2022.

Below you will find helpful information to get you started with this process. *Please note that when enrolling or updating any student information, make sure you choose the 2022-2023 school year option.*

Tips/Troubleshooting:

- Only a parent/guardian may complete online registration.
- You must have an active parent portal account. If you do not please contact Melissa Perkinson at the Board of Education.
- Guardians must use Campus Parent to register their returning student. (Link: https://kyede5.infinitecampus.org/campus/portal/henry.jsp)
- If you forget your username/password you can access the Self-Help feature on the login screen. **Please note:** this is not accessible from the mobile app.
- You will be able to set up an e-signature PIN for use with the meal benefits application and future forms that will be added to the Portal.
- Popup blockers must be turned off for you to complete Online Registration.
- Older model phones/tablets may not allow you to complete Online Registration.
- Preferred browsers are Firefox, Safari, and Chrome.
- If using a mobile device please note that google forms open in new windows. Once the form is submitted you will need to return to the window with the online registration application.
- If using a mobile device it is helpful to turn your mobile device sideways when filling out forms to see the complete sentences.

Please follow the steps outlined on the next few pages to get your registration completed for the 2022-2023 school year!

Online Registration Procedures HCECC/Preschool to Kindergarten

On-Line Registration - April 12, 2022

<u>Kindergarten</u>

Children who will be 5 years old on or before 8/1/2022 are eligible for **<u>Kindergarten</u>** enrollment with Henry County Public Schools.

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.

- <u>Incoming kindergarten students</u> (*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.

If you have older students enrolled in HCPS you will need to complete the annual update for your current students and the kindergarten student.

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

- 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

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E-Signature PIN Set-Up

Login 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

Meal Benefits Application - July 5, 2022

The **Meal Benefits Application** will open on July 5, 2022. Because HCPS is a district in which all students receive free breakfast and lunch, this application is required to determine eligibility for additional benefits such as free/reduced fees. ***If you aren't comfortable providing your income, please do not put in $0. Those who choose not to report their income simply don't fill out the form.*** 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. *If you aren't comfortable providing your income, please do not put in $0. Those who choose not to report their income simply don't fill out the form.*
- 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.)