ONE TEAM
ONE MISSION
ONE COMMUNITY

HOPKINS COUNTY
S C H O O L S

Infinite Campus

Online Registration

Via Login Link

for

NEW HCS Students

(without siblings already enrolled in HCS schools)

ONLINE REGISTRATION

Welcome to HCS online registration. This is the first step of registering your child for school. We are excited to welcome your family to our district. The online registration system is designed to increase the accuracy of our data and allow parents to complete several required forms that are updated yearly.

ACCESSING ONLINE REGISTRATION

Parents and guardians of **NEW** HCS students (students who did not end the previous school year in a Hopkins County school) should follow the steps below to complete the OLR process.

1. Navigate to the district website (www.hopkins.kyschools.us).
2. Click on Departments, Pupil Personnel, Registration/Enrollment.
3. Click on New Student Registration.
4. Click on New Students without Portal Accounts
5. Ensure your web browser *pop up blocker* is off.
6. Complete the Online Registration Login Form and Click **Begin Registration.**

7. Check your email for the Login Link and then follow all the prompts to complete registration.
8. All information with a red asterisk (*) is required. Be sure to click on each section of the application. At the end, you will have the option to print your application form.
9. To finish, click **Submit** and you are done.

NAVIGATING THE APPLICATION

The tips listed below will be helpful in navigating the application.

- Each tab and pleat must be complete before moving to the next tab or pleat. Once a tab or pleat has been completed (required fields completed) you can move freely between tabs and pleats.
- Once you begin a tab, you must enter all required fields in that tab before saving.
- Required fields have a red asterisk*.
- Move forward and backward through the pleats by using the Next and Previous buttons.
- Links are provided on some pleats. Click the links to get more information.

STARTING THE DATA VERIFICATION PROCESS

1. Write down your application number. This will allow school staff to better assist you if needed and will allow you to save and return to the application if you do not complete it at this time.

2. A welcome box will appear with instructions. Click **Begin**.

3. A validation box will appear. You must attest you are the person completing this application by **typing your full name (first and last) in the box**. Click **Submit**.

NOTE: If you see the following message, your application has been submitted. Contact your child's school for more help/information.
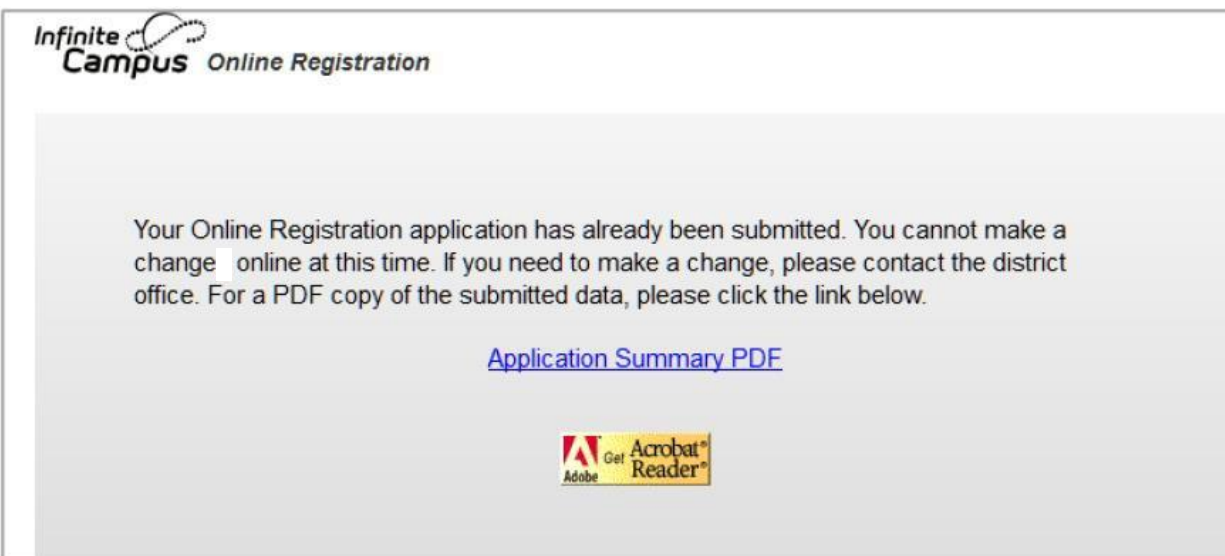
STUDENT(S) PRIMARY HOUSEHOLD TAB

The home address, entered as your child's primary household, MUST match the proof of address provided to the school site.

PRIMARY PHONE PLEAT

1. Enter the Primary Phone Number. ***This phone may be a land line or a mobile number***.
2. Click **Next.**

HOME ADDRESS PLEAT

As a new household, please enter your address in the field. If your address does not appear as a choice in the drop-down menu, contact the school in your attendance zone to notify them.   You will be required to provide proof of residency before you can complete and submit your application.   Two proofs of the new address must be presented to your child's school, emailed to the attendance email, or uploaded into OLR.

3. If the address is correct, click **Next.**

▼ **Home Address**

Your address as listed in the portal

☐ The home address listed is no longer current

◄ Previous   Next ►

5.   Complete all required fields.

▼ Home Address

Your address as listed in the portal
1808 PALMER RD
MURRAY, KY 4207
☑ The home address listed is no longer current

Please enter the date that the mailing address became inactive for this household. [   ] 🔍 *

*Please verify or add the information below. Please update any information that is incorrect. Please do not enter the entire address into the street name field.
Example: If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Blvd,etc. field.

Street Number	N,S,E,W	Street Name Only	St, Ave, Blvd, etc.	N,S,E,W	Apartment
[ ] *	▼	[ ] *	▼	▼	[ ]

City	State	Zip	Ext.	County
[ ] *	▼ *	[ ] *	[ ]	[ ]

[Clear Address Fields]
┌Click on your address if it appears in box──────────────────────
│
└───

Your address as entered above

6.   Click **Next**.

MAILING ADDRESS PLEAT

If your household does not have a secondary mailing address or a Post Office Box, click **Save/Continue.**

HCS allows secondary mailing addresses and PO Boxes as an alternate mailing address. Business addresses are not accepted. To add a PO Box for your mail, follow the steps below.

1. Uncheck **The household has no separate Mailing Address** checkbox.
2. For a **Post Office Box**, check the Post Office Box checkbox.
   - Enter the correct PO Box address. The address will NOT likely appear in the box of address below, type the complete address.
3. For a secondary address, complete the required text boxes with the secondary address information.
4. Click **Save/Continue**.

PARENT/GUARDIAN TAB

Enter information for all legal Parents/Guardians, including yourself. This tab should also include parents/guardians of secondary households. For instance, if you are divorced or separated, the second parent should also be listed. You will add a separate address and phone number for that parent. This tab is reserved for parents or those with parental rights. Stepparents are not entered here.

Individuals highlighted in yellow are not complete. A green checkmark will appear when complete.

> *NOTE: Step parents are not added in this section, but are added on the* Emergency Contact *tab.*

1.   Select **Edit/Review** or **Add New Parent/Guardian**

Demographics Pleat

The demographic information pertains to the person in the header.

1.   Verify or modify all fields. **Remember** – All fields with a **red asterisk *** are required.
2.   Include a full birth date, including the 4-digit year.

3. Uncheck the box if the person does not live at the address listed. This will allow you to add a secondary household address. Add the address in the same manner as your Primary Household.
4. Click **Next.**

Contact Information Pleat

1. Verify or modify information to complete all fields.
2. Include an **email** address (if applicable).

- *Emergency*: all emergency messages
- *High Priority*: messages labeled as High Priority Notification
- *Attendance*: attendance messages
- *General*: general school messages sent by the school and district
- *Teacher*: Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments
- *Private*: the phone number will be marked as private

3. Click **Next.**

Migrant Worker Pleat

In regard to the indicated parent, choose one of the options, follow the screen prompts, and click **Next.**

▼ **Migrant Worker**

Has this person, within the past 36 months, relocated with the intent to obtain seasonal or temporary employment in agriculture, fishing, and dairy of food processing work?

○ Yes, this individual is a migrant worker
◉ No, this individual is not a migrant worker

◄ Previous   Next ►

Impact Aid Pleat

1. Indicate yes or no if parent/guardian is in the Military.
2. Click **Save/Continue**.

▼ **Impact Aid**

Federal Impact Aid (FIA) Section 8003 Grant Information.
Parent/Guardian in Military

○ Yes, this individual is a member of the military
◉ No, this individual is not a member of the military

◄ Previous

Cancel   Save/Continue

Military Connected Parent/Guardian Pleat

1. Select the appropriate answers (mark all that apply).
2. Click **Save/Continue**.

▼ **Military Connected Parent/Guardian**

Please complete the information below about each parent/guardian currently serving as an active duty member of the U.S. Armed Forces. If at any time throughout the school year the military status of a parent/guardian changes, please contact your child's school to report the change. For the purpose of the data collection, please mark all that apply:

☐ No parent or guardian currently serving as an active duty member of the U.S. Armed Forces or full-time National Guard.
☐ Yes a parent/guardian is a member of the active duty U.S. Armed Forces:
☐ Yes a parent/guardian is a current full-time member of the National Guard:
☐ No Response/Refuse to State

◄ Previous

Emergency Contact Tab

An emergency contact is a person you give permission to pick up your child from school in the event of an emergency. DO NOT add parents/guardians as an emergency contact if already entered in Parent/Guardian section.

Parents/guardians will always be contacted first.

IMPORTANT: For new emergency contacts you must have their date of birth. (mm/dd/yyyy)

1. For existing emergency contacts, click **Edit/Review.**
2. To add new emergency contacts, click **Add New Emergency Contact**.
3. Click **Confirm** on the pop up.

Demographics Pleat

1. Verify or modify all fields (birth date is required for the Emergency Contact for identification/verification purposes).
2. Click **Next.**

Contact Information Pleat

The emergency contact person must have at least one phone number.

1. Verify or modify all fields.
2. Click **Next**.

Verification Pleat

Enter the address for each emergency contact. This information is used to verify that the contact does not already appear in our system.

1. If the emergency contact lives at the household address, click the box.
2. If the individual does not live at the household address, enter the address.
3. Click **Save/Continue.**

▼ Verification

Please enter the address for this emergency contact. This information will only be used to verify the contact doesn't already appear in our system.

☐   Please check this box if this person lives at the address listed below.

or

Address Line 1   [   ]

Address Line 2   [   ]

Example
Address Line 1 - 123 S Main St Apt 4
Address Line 2 - Schenectady, NY 12345

◄ Previous

[Cancel]   [Save/Continue]

STUDENT TAB

All students registering for a Hopkins County school should be added in this tab.

Add any new children entering a Hopkins County school by clicking on the Add New Student button.

1.   Select **Edit/Review**.

Infinite Campus Online Registration   *Application N*

*Indicates a required field

✓ Student(s) Primary Household ▶ ✓ Legal Parent/Guardian ▶ ✓ Emergency Contact ▶ ▼ Student ▶ ✓ Review ▶

⚙ Student Processing

Student

First Name	Last Name	Gender	School	Completed	Record Type		Linked to Campus Name
:		F	**Hopkins County**	✓	Existing	Edit/Review	
		F	**Hopkins County**	✓	Existing	Edit/Review	
		F	**Hopkins County**		New	Edit/Review	

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Student]

[Back]   [Save/Continue]

IMPORTANT: *Please enter each child's demographic information accurately as this information will be verified by the school clerk/registrar at the time of enrollment.*

Demographic Pleat

1. Verify that the *Legal* First Name, Middle Name and Last *Name as seen on the student's state certified birth certificate* are appropriately entered.
   - If student has two last names, please enter both last names in the Last Name field (e.g. Smith Jones).
   - Do not use any punctuation in the entry of the name such as dashes/hyphens, apostrophes etc.
   - You may upload your student's birth certificate, legal documents, and social security card from this pleat. These items can also be emailed to the attendance email or taken to the school.
2. Click **Next**.

Race Ethnicity

1. Select the appropriate response from the checklist.

Transportation Pleat

1. Select how your child with be transported to and from school.
2. Click **Next.**

▾ Transportation

It is important for us to know if your student will be transported by bus to and from school. Please select one of the following choices: [▾]

◂ Previous   Next ▸

Housing Pleat

1. Identify current family living situation. Upload the Student Residency Questionnaire (or email it to the attendance email or deliver it to the school) if necessary.
2. Click **Next.**

▾ Housing

Presently, are you and/or your family living in any of the following situations? Check ALL that apply.

☐ Student is sharing the housing with one or more families due to loss of housing, economic hardship, or similar reason.

☐ Student is temporarily living in a motel or hotel due to loss of housing, economic hardship, or similar reason.

☐ Student is living in a shelter (family shelter, domestic violence shelter, youth shelter, or transitional housing).

☐ Student is living in a car, park, campground, abandoned building, or public place.

☐ Student is living in a place without adequate facilities (not designated for heat, electricity, water services, etc.).

☐ Student is seeking enrollment without an accompanying parent (unaccompanied youth).

☐ NONE of the above

Student Residency Questionnaire

If you selected any of the boxes above except NONE of the above, select the blue link above to access and complete the Student Residency Questionnaire and then upload it below. If you are unable to access the document to upload it, you may complete it from the district website and email it to the school attendance email address or take it to the school. **PLEASE NOTE, a new OLR TAB will open. You need to CLOSE the new tab and return to THIS tab/window to continue your application.**

Upload Student Residency Questionnaire

◂ Previous   Next ▸

Student Services Pleat

1. Verify or modify the appropriate answer for each question.
2. Click **Next**.

▼ Student Services

Does your student have a current IEP?	No
Does your student have a current 504 plan?	No
Has your student previously received gifted/talented services?	No

◀ Previous   Next ▶

Language Information Pleat

1. Verify or Modify the Language information window.
2. Click **Next**.

▼ Language Information

Please enter language information for your student below.

What language does your child most frequently speak at home?	English
What language do you most frequently speak to your child?	English
Which language did your child learn when they first began to talk?	English
"What is the language most frequently spoken at home	English

◀ Previous   Next ▶

Previous School Pleat– FOR NEW STUDENTS ONLY

1. If applicable, enter your child's previous school year information.
2. Please answer each question as required.
3. You may also upload Transcripts, Report Cards, or Records Release Forms. These items may also be taken to the school or emailed to the attendance email address.
4. Click **Next**.

Relationships –Parent/Guardian

Verify or modify the relationship of those listed to the student you are working on.

1. Verify each *relationship* to the child from the drop-down menu next to each parent/guardian name.
2. Choose the *Contact Preferences* for each parent/guardian, see descriptions below.
   - *Guardian*–flag this person as a legal guardian to the student.
   - *Mailing*–flag this person to receive mailings for the student. (You must check

Guardian and Mailing to receive letters and report cards for your child.)

- *Portal*–flag this person as having access to a Portal account and this person will be able to view this student's information within their associated Portal login.
- *Messenger*–flag this person to receive messages from the District's messenger system.

3. Check the box for **Secondary Household** if child lives part time with the other parent/guardian.

Secondary Household–indicate that this person is a member of the student's secondary household.

4. Enter the **Contact Sequence** in which you wish to be contacted in case of emergency. Number 1 is the first contact.

Contact Sequence– Adding a sequence number on contacts will prompt district staff to contact the persons in the order specified.

5. **No Relationship** - This removes persons from the Household.

6. Click **Next.**

Relationships- Emergency Contacts Pleat

Verify or modify the emergency contact information on the emergency contact tab. All children do not need to be linked to the same emergency contact.

1. Choose **Relationship** from the drop-down.
2. Select a **Contact Sequence**. The contact sequence should reflect the order in which this person should be contacted. Parent/guardians are contacted first.
3. Click **Next**.

Health Services – Emergency Information Pleat

1. Provide the Primary Care Provider for the student.
2. Click **Next**.

Health Services - Documentation Pleat

1. Provide the requested health documentation by uploading the information, sending it to the attendance email address, or taking it to the school.
2. Click **Next**.

Health Services – Medical or Mental Health Conditions

1. Verify or modify information as applicable. All health conditions would be entered here. **If your child has a life-threatening condition (i.e., diabetes, epilepsy, anaphylactic reaction to food, medication, etc.) you MUST contact your child's school nurse. A meeting will be held, and a Health Plan will be developed if needed.**

2. To add a condition, click **Add Condition.**

3. You may also upload any medical documentation for your student, send it to the attendance email address, or take it to the school.

▼ **Health Services - Medical or Mental Health Conditions**

No medical or mental health conditions ☐

or

Add Condition

If your child has a life-threatening condition (i.e., diabetes, epilepsy, anaphylactic reaction to food, medication, etc.) you MUST contact your child's school nurse. A meeting will be held, and a Health Plan will be developed if needed.

◄ Previous   Next ►

Health Services – Medications

1. Verify or modify information as applicable.
2. Click **Next.**

▼ **Health Services - Medications**

No medications ☐

or

Medication*	Where Taken*	Medication Type*	Comments and Instructions	
	▼	▼		Remove Medication

Add Medication

◄ Previous   Next ►

Consent and Release Agreements Pleat

1. Read all information carefully and enter all data as required.
2. Click **Next.**

VERIFICATION

Children with complete information will have a green check. If a child is not complete, the name will be highlighted yellow.

1. For students that are incomplete (highlighted in yellow) click on Edit/Review and provide missing information.

2. To add another child click Add New Student. Continue to add all children attending a HCS school.

3. Click **Save/Continue** after all HCS students have been added and completed.

RETURN TO COMPLETE AN UNSUBMITTED APPLICATION

You can exit online registration (OLR) at any time during the application process and return later to complete the registration process. Make sure you have your application number!

PRINT AND SUBMIT APPLICATIONS OPTIONS

Click on the link for Application Summary PDF to review all information. You will need Adobe Acrobat Reader to access the document. You are not required to print the application.

Option 1

Click **Submit** if you are satisfied the application is complete and accurate**. Once you submit the application you can no longer make changes.** If you have submitted the application, and discover you have forgotten information, contact your child's school.

Option 2

Click **Back** if you have not completed the application and need to make revisions OR, if you are done, click **Submit**.

You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

Application Summary PDF

Get Acrobat Reader

Thank you for completing your HCS Online Registration. Please remember to provide any new documents that you did not upload during the OLR process to your child's school by sending the information to the attendance email address or taking the information to the school. Your application will not be processed and 23-24 enrollment will not be secured until all documents are received and reviewed. There may be additional forms to complete at the beginning of the school year. If you have any questions, please contact your child's school.

Thank you and as always, #TeamHopkins!

Browning Springs Middle:
bsms.attendance@hopkins.kyschools.us

Earlington Elementary:
ees.attendance@hopkins.kyschools.us

Grapevine Elementary:
ges.attendance@hopkins.kyschools.us

Hanson Elementary:
hes.attendance@hopkins.kyschools.us

Hopkins County Schools Academy:
academy.attendance@hopkins.kyschools.us

Hopkins County Central High:
hcchs.attendance@hopkins.kyschools.us

James Madison Middle:
jmms.attendance@hopkins.kyschools.us

Jesse Stuart Elementary:
jses.attendance@hopkins.kyschools.us

Madisonville North Hopkins High:
mnhhs.attendance@hopkins.kyschools.us

South Hopkins Middle:
shms.attendance@hopkins.kyschools.us

Southside Elementary:
sses.attendance@hopkins.kyschools.us

Pride Elementary: pes.attendance@hopkins.kyschools.us

West Broadway Elementary:
wbes.attendance@hopkins.kyschools.us

West Hopkins: whs.attendance@hopkins.kyschools.us