

**EMPLOYEE**



**SCHOOL**

**CHOICE**

Returning for the upcoming year, the employee's school choice enrollment request will be offered through an online form. Instructions will be sent via email on January 13, 2025. Please note, any submissions prior to January 13, 2025 are not valid for the 2025-2026 school year.

Once the form is completed, employees will receive a confirmation that the form has been submitted. Both the employee and the employee's supervisor will be informed of the status of the approval process through email notifications.

Click the link below apply and be sure to select School Year 25/26. Employees must be logged in to their HCS Sharepoint account to access the application.

[https://henryco.sharepoint.com/sites/O365\\_tenant/hcsemployechildrenenrollment](https://henryco.sharepoint.com/sites/O365_tenant/hcsemployechildrenenrollment)

**SUBMIT REQUESTS  
JANUARY 13 - 31, 2025**