



FAMILY SERVICES INFORMATION

Dear Families,

Welcome to Henry County Schools! We are excited to partner with you on your child's education journey.

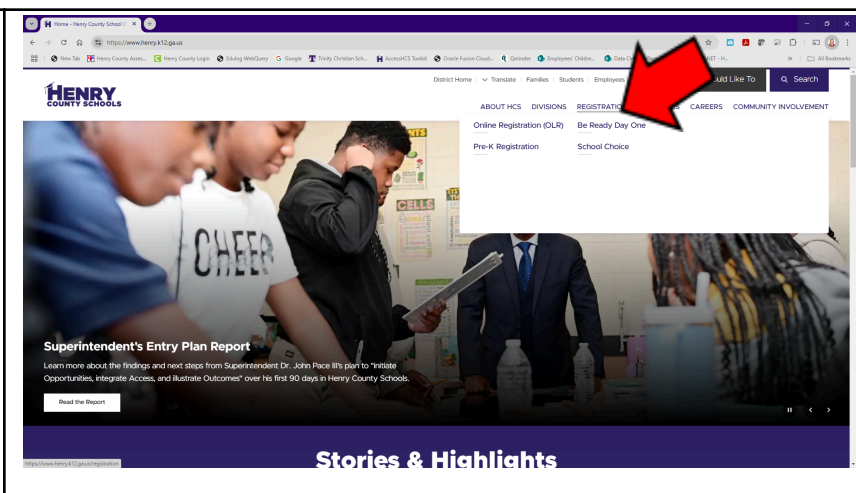
To access Online Registration as a new family to Henry County Schools, follow the steps below. Prior to beginning the Online Registration process, please gather the following documentation for each student:

- Photo Identification for the enrolling parent/guardian
- Birth Certificate for each student
- [Proof of Residency](#) ([document must reflect enrolling parent/guardian's name](#))
 - Lease or Property Tax Statement AND
 - Current Utility Bill or Letter of Service (Gas, Electric, Water, Sanitation or Cable)
 - If the documents above cannot be provided, an Affidavit of Residency may be needed (call 770-957-3945 or visit the HCS Welcome Center for Affidavit information)
- Georgia Vision/Hearing/Dental/Nutrition [Form 3300](#) for each student
- Georgia Immunization [Form 3231](#) or Form [2208](#) for each student
- Contact Information for all Emergency Contacts
- Guardianship or Custody paperwork, if applicable
- Optional Requested Document: Social Security Card/Number for each student

***Documents may be uploaded through the OLR process but there are limitations to file sizes. If you receive an error message, try taking a picture of the document and uploading rather than uploading a PDF. Also, try reducing the file size. If you are unable to upload, all documents may be presented directly to the school.**

The screenshots below show the steps to access Online Registration for new students:

The registration link is located on the navigation bar on the homepage of Henry County Schools. Hover over REGISTRATION and select Online Registration (OLR). (<https://www.henry.k12.ga.us>)

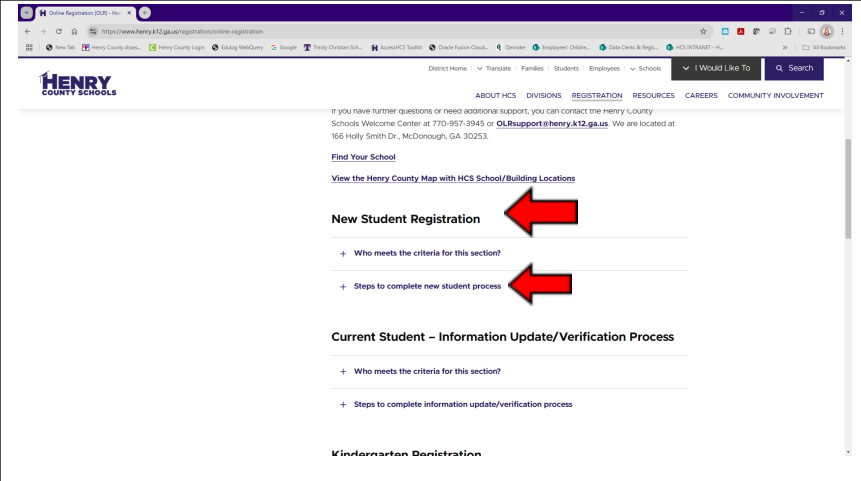




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Scroll down the page to the New Student Registration. Expand the section “Steps to complete new student process” by clicking the + sign.

In step 1, click the link to go to the [New Family Registration Page](#).



A new window will open for the Online Registration platform.

Follow the steps for Online Registration.

A confirmation email will go to the email address provided. This email contains a link that will allow the parent to enter and exit the application until the parent submits the completed Online Registration application.

There are several sections in the process and all new students in the household should be added on one application. A unique application number will be provided; take note of this number as it may be needed to locate your application.

When your application is complete and you have submitted it, the application will route to the appropriate school’s queue. School staff will contact you if anything else is needed. Monitor the email address you provided during the application process.

