

# FAQs and Helpful Hints

## ***Important Terms***

- Parent/Guardian: A person who is entrusted by law with the care of a minor. Example: Mom, Dad, Foster Mom, Foster Dad, Educational Advocate, etc.
- Emergency Contact: Any person who should be contacted if a parent/guardian cannot be reached.
- Other Household Member: Any person who is not a parent/guardian, emergency contact, or student that lives in the same household as the student(s). Example: brother or sister not attending an HCPS school.
- Student: Any person who will be attending an HCPS school.

## ***Helpful Information for starting your OLR application:***

- Only the parent/guardian in the student's primary household may complete OLR.
- Popup blockers must be turned off for you to complete OLR.
- Older model phones/tablets may not allow you to complete OLR.
- Preferred browsers are Chrome, Firefox, and Safari.
- If using a mobile device, google forms and adobe sign documents open in new windows. Once the form is submitted you will need to return to the OLR application window.
- Adobe sign documents aren't complete until you verify them through your email.
- If using a mobile device it is helpful to turn your mobile device sideways when filling out forms to see the complete sentences.
- Henry County Public Schools has an open enrollment agreement with neighboring school districts. If you live outside the HCPS district boundary and wish to enroll your student in HCPS you will be asked to complete the *non-resident application* as part of your online registration.
- If you do not have internet access, the Henry County Public Library offers WiFi, computer usage, and can make copies of required documents for you.

## ***Required documentation:***

In the event you are unable to get these documents PRIOR to completing your application you will need to follow these steps:

- Call your pediatrician/physician's office.
- Schedule an appointment for the appropriate time
- Ask the doctor's office to email you an appointment confirmation.
- Screenshot or download that information from the email and upload that appointment verification in place of the physical and/or immunization certificate

### Kindergarten

Proof of residency (a deed or property tax bill, utility agreement or utility bill, or rental housing agreement), 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 6th Grade Students

Kentucky 6th grade physical exam and Kentucky Immunization Certificate

### New 1st - 12th Grade Students

Proof of residency (a deed or property tax bill, utility agreement or utility bill, or rental housing agreement), official birth certificate (no hospital copies accepted), up-to-date Kentucky Immunization Certificate.\* OPTIONAL: Report card or transcript from the student's last school. Social security card (9th - 12th grade).

### TRANSFER FROM OUT OF STATE, HOME SCHOOL, or PRIVATE SCHOOL

(never enrolled in public school)

Kentucky School Entry Physical\*, Kentucky Immunization Certificate\*, and Official Birth Certificate

*\*all forms listed above are available at each specific physician's office*

## FAQs and Helpful Hints

**Still need help? Reach out to the contact person listed below for your student's school:**

Henry County Early Childhood Center: Jennifer Kelley, 502-845-8656, [jennifer.kelley@henry.kyschools.us](mailto:jennifer.kelley@henry.kyschools.us)

Campbellsburg Elementary: Gayla McIntosh, 502-845-8630, [gayla.mcintosh@henry.kyschools.us](mailto:gayla.mcintosh@henry.kyschools.us)

Eastern Elementary: Linda McAllister, 502-845-8640, [linda.mcallistser@henry.kyschools.us](mailto:linda.mcallistser@henry.kyschools.us)

New Castle Elementary: Trisha Lankford, 502-845-8650, [trisha.lankford@henry.kyschools.us](mailto:trisha.lankford@henry.kyschools.us)

Henry County Middle School: Julie Mann, 502-845-8665, [julie.mann@henry.kyschools.us](mailto:julie.mann@henry.kyschools.us)

Henry County High School: Tina Blevins, 502-845-8670, [tina.blevins@henry.kyschools.us](mailto:tina.blevins@henry.kyschools.us)

District Registrar: Melissa Perkinson, 502-845-8600, [melissa.perkinson@henry.kyschools.us](mailto:melissa.perkinson@henry.kyschools.us)

District Nurse: Melissa Jeffries, 502-845-8621, [melissa.jeffries@henry.kyschools.us](mailto:melissa.jeffries@henry.kyschools.us)

District ESL Coordinator: Alicia Mantilla, 502-845-8623, [alicia.mantilla@henry.kyschools.us](mailto:alicia.mantilla@henry.kyschools.us)