

New Student Registration

Welcome to Henry County Schools! We are thrilled to have you here. Parents/Guardians who will be enrolling their students for the first time will need to complete the New Student Registration process below. This also includes parents enrolling in HCS from a different district within the state, from another state, or from outside the country. You will have the opportunity to upload required documents in the steps listed below or you can take them directly to the school in which you are registering.

The following is a list of the required documents per Georgia House Bill 268 and O.C.G.A. 20-2-670 and optional documents:

Mandatory Critical Records from all schools attended in the past 24 months (grades 4-12)	Required Registration Documents (all grades)	Optional Documents (all grades)
• Academic transcript • Attendance records • Student discipline records • Notification of felony charges • IEP (if applicable) • Section 504 plan (if applicable) • Psychological evaluations (if applicable)	• Birth certificate • GA Form 3300 - a certificate of completion for an eye, ear, dental, and nutrition examination • GA Form 3231 or GA Form 2208 - a current Georgia Immunization form • Enrolling parents' valid government-issued identification • Proof of residency (lease agreement, property tax statement, or affidavit of residency) • Current utility bill (cable, gas, electric, water, or sanitation)	• Social Security Card or Social Security Waiver • Report cards/progress reports • Class schedules • Health records • Other academic records

Bright futures begin in Henry, and we can't wait to have you here!

Steps to complete the New Student Process

We welcome your family to our Henry County Schools family and your child to an exceptional learning experience in our schools. In order to #BeReadyDayOne, there are some important steps to complete to enroll your child(ren) for their first year in our school district. These steps are as follows:

1. [Click here to go to the New Family Registration page.](#)
2. Complete the requested contact information, including an email address, in order to receive an email with a dedicated link for your specific application.
3. Once you receive the “Welcome to Online Registration” email, click the link or copy and paste the link into the address bar.
4. A page will first appear with the documents needed to complete the registration process.
5. Then select “Begin” at the bottom of the page to start the information input process. The following pages will be a part of the overall process:
 - a. Household Information – address and phone numbers
 - b. Parent/Guardian Information – work and cell phone numbers, email addresses
 - c. Student Information – demographic, health/medication information, discipline, and transportation selection options
 - d. Emergency Contact Information – addresses and phone numbers
6. After you receive confirmation of your student’s enrollment, [click this link to create your Parent Portal account.](#) The Parent Portal is a part of Infinite Campus, the district’s platform for contacting families, updating and posting grades, and more. It is important to create your account and keep your contact information up to date at all times.

If you selected that you would be using HCS Transportation for your child this year (found in the student information section of the registration), you will now need to download and sign up for the Here Comes the Bus app. You can sign up for an account with Here Comes the Bus directly through the app or by visiting their website at www.herecomesthebus.com. If registering through the website, select Log In and then Sign Up Today to create your account. You will still need to download the app to your smartphone to utilize the mobile service.

To assist you with the process, here’s the link to our [online registration video](#). If you have further questions or need additional support, you can contact the Henry County Schools Welcome Center at 770-957-3945 or OLRsupport@henry.k12.ga.us. We are located at 166 Holly Smith Dr., McDonough, GA 30253, and available Monday through Friday from 8:00 am to 4:00 pm. We are closed for all district holidays.