

FREQUENTLY ASKED QUESTIONS-FOR PARENTS

Henrico County Public Schools offers you the ability to register your student from the comfort of your own home! Use our HCPS Online Registration portal to complete forms and submit registration documents to your school.

Elementary Registration: Kindergarten through grade 5

Kindergarten students must be 5 years old by Sept. 30 of the school year in which they will begin

How do I access the HCPS Online Registration portal?

You would access the portal via a link on the HCPS website <https://henricoschools.us/registration/>

Complete all three (3) enrollment documents available in the portal: The Enrollment Form, the Home Language Survey form, and the McKinney-Vento Screening form.

Other considerations for parents

- Only a natural parent, adoptive parent, court appointed legal custodian or a person with a military power of attorney may enroll a child. (Nonmilitary or traditional powers of attorney are not acceptable.)
- A foster parent may enroll a child with the consent of the child's legal custodian. Foster parents enrolling children in their care must present at enrollment a copy of the court order that identifies the child's legal custodian.

After your online enrollment is accepted, your school's registrar will contact you with information regarding next steps. This will take from three to five business days. Your child will not be able to start school until the full process is complete.

What documents do I need to submit with the enrollment forms?

You will not submit any additional documents with your online enrollment, however **before your child can begin school**, you must submit the following documents to your school's registrar:

- An original official state-issued birth certificate for your child must be presented in person to the registrar.
- Either the first and last page of current lease agreement (*must include name of lease holder, landlord, property address, time period of lease, list of occupants, signatures, date*), **or deed**, **or a house contract**, **or a mortgage statement**, **or tax assessment** in your name (or in the homeowner/lease holder if you are living "doubled up").
- A photo ID for the child's parent or legal guardian (driver's license, DMV ID, military ID or other picture ID) must be presented in person to the registrar.
- Additional proof of residency. You must provide:
 - A current utility bill in your name (dated within the past 30 days).
 - If you are living "doubled" with another person or family, the homeowner/primary renter **AND** the parent/legal guardian must complete an *Address Affidavit* form. This form can be found on the HCPS website <https://henricoschools.us/registration/>.
 - In addition, certain verification and forms are required.
 - The parent or guardian living in a "doubled" household must provide:
 - Two pieces of business correspondence with their name at the address they are verifying as their domicile.
 - A valid photo ID.

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- The homeowner or primary renter must provide:
 - A current deed or lease.
 - A current utility bill (dated within the past 30 days).
 - A valid photo ID. For the full HCPS residency policy, [go to our policy manual](#) and search for “verifying residency.”
- **NOTE**: Before the student can start school you MUST also present:
 - an up-to-date record of your child’s immunizations
 - A comprehensive physical exam form signed by a qualified U.S. licensed healthcare provider and dated no more than 12 months before the date your child will begin school.

What if I need to stop and come back to the enrollment later?

We recommend you fill out all the forms in one sitting to avoid incomplete registrations. If you find that you cannot complete the enrollment after you begin the process, please start again from the beginning when you can.

What if my child needs other services?

- ***English Learners:***
 - If you answer anything other than English on the Home Language Survey form, a member of our Welcome Center Staff will contact you regarding testing.
- ***Exceptional Education Services:***
 - If your child currently receives special education services, please follow up with the school registrar to submit any documentation (IEP Cover Page, Services Page, and Least Restrictive Environment Statement) to your enrollment. A member of the Exceptional Ed team will then contact you.

Does the submission of these forms mean my child is all set to start school immediately?

No. All successfully submitted enrollments must be reviewed for completeness. Your school’s registrar will then contact you regarding next steps, which will include scheduling an appointment to meet with the registrar to present documents and complete the enrollment process. There may also be additional school specific forms to complete at this time. The entire process should take from three to five business days. Your child will not be able to start school until the full process is complete.

How do I get my student enrolled in a shorter amount of time?

Contact your child’s school to arrange an appointment to meet with the registrar. You will be required to bring all documents listed above to the meeting in order to ensure a timely enrollment.

What if I do not have access to the HCPS Online Registration portal?

If you cannot access the portal, please contact the school. Give them your name, address, student’s name and enrollment grade level. They will send printed versions of these forms to you. You will then need to contact the school to set up an appointment to submit these documents and complete registration.

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Secondary Registration: Grade 6 through grade 12

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- A photo ID for the child's parent or legal guardian (driver's license, DMV ID, military ID or other picture ID) must be presented in person to the registrar.
- Additional proof of residency. You must provide:
 - A current utility bill in your name (dated within the past 30 days).
 - If you are living "doubled" with another person or family, the homeowner/primary renter AND the parent/legal guardian must complete an *Address Affidavit* form. This form can be found on the HCPS website <https://henricoschools.us/registration/>.
 - In addition, certain verification and forms are required.
 - The parent or guardian living in a "doubled" household must provide:
 - Two pieces of business correspondence with their name at the address they are verifying as their domicile.
 - A valid photo ID.
 - The homeowner or primary renter must provide:
 - A current deed or lease.
 - A current utility bill (dated within the past 30 days).
 - A valid photo ID. For the full HCPS residency policy, go to our policy manual and search for "verifying residency."

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- **NOTE:** Before the student can start school you MUST present:
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