



Instructions for Online Registration Annual Update with New Students Hopkins County Schools



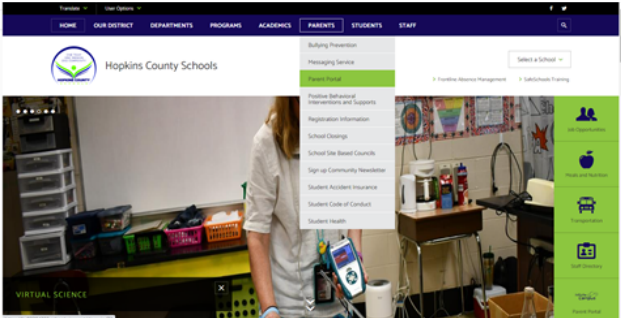
Thank you for completing the annual update to add your new Hopkins County student to your current Parent Portal account. This will give every family the opportunity to make sure that the contact information in Infinite Campus for currently enrolled students applies to the NEW student enrolling for the first time in the Hopkins County School district. This process will also take the place of several annual forms that are sent home yearly.

Notes:

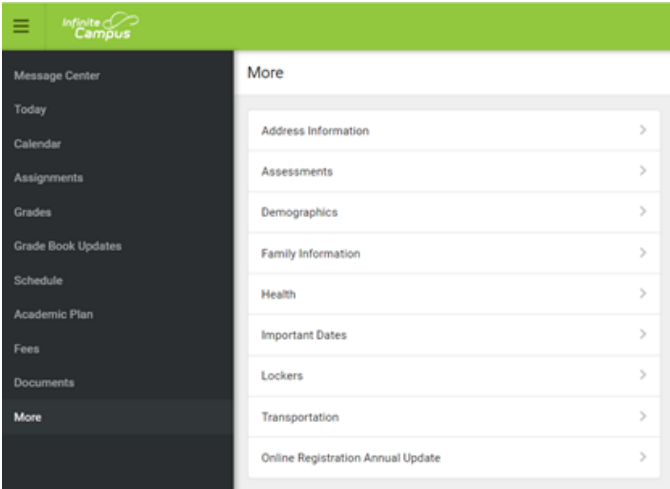
- *You must use the Parent Portal to complete the Annual Update (instead of the Student Portal)
- *It is not recommended to use a mobile device to complete the Annual Update. Although the Annual Update will work with a mobile device, it may be hard to navigate.
- *If you do not have a parent portal account or have forgotten your user name or password, click [here](#) to make a request.
- *Make note of your application number in case you need to reference it later.
- *Parents/guardians will be asked to submit various documents during OLR. If you experience issues with this process, you may send the documents to the [school email account](#) or make an appointment to take them to the school.

*Steps:

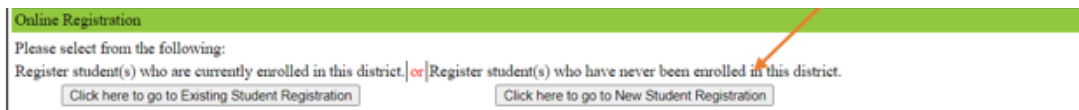
1. Navigate to the Hopkins County Schools website – www.hopkins.kyschools.us
2. Under Parents, select **Parent Portal**



3. Click on the **Infinite Campus Students & Parents Icon**.
4. Using your user account, login to Campus Parent
5. On the left side of the screen, click **More**
6. Then click on **Online Registration Annual Update**.



8. Click on **Click here to go to New Student Registration** if your student is a current preschool-Grade 11 student enrolled in a Hopkins County School.



9. Click on **Begin Registration** at the bottom of the next screen to add the NEW Hopkins County student to your Parent Portal account. All information with a **red asterisk (*)** is required. Be sure to click on each section of the application. At the end, you will have the option to print your registration.
10. To finish, click **Submit** and you are done.

If you have any problems or questions in completing the Online Registration Annual Update, please call your child's school for assistance. Thank you again for completing your OLR Annual Update.

- Browning Springs Middle (270) 825-6006
- Earlington Elementary (270) 825-6154
- Grapevine Elementary (270) 825-6012
- Hanson Elementary (270) 825-6158
- Hopkins County Central High (270) 825-6133
- James Madison Middle School (270) 825-6016
- Jesse Stuart Elementary (270) 825-6033
- Madisonville North Hopkins High (270) 825-6017
- Pride Elementary (270) 825-6030
- South Hopkins Middle (270) 825-6125
- Southside Elementary (270) 825-6143
- West Broadway Elementary (270) 825-6036
- West Hopkins K-8 (270) 825-6130