



# Instructions for Online Registration Annual Update Hopkins County Schools



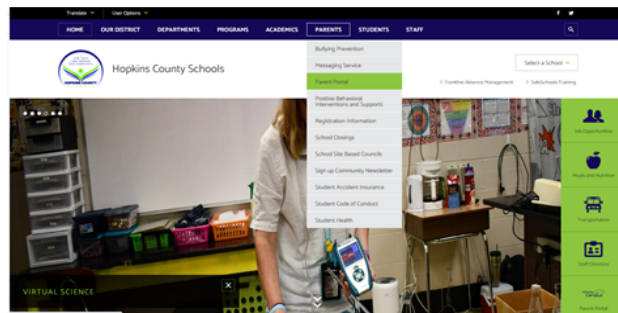
Thank you for completing the annual update. This will give every family the opportunity to make sure that the contact information for parents and emergency contacts in Infinite Campus is up to date. This process will also take the place of several annual forms that are sent home yearly.

### Notes:

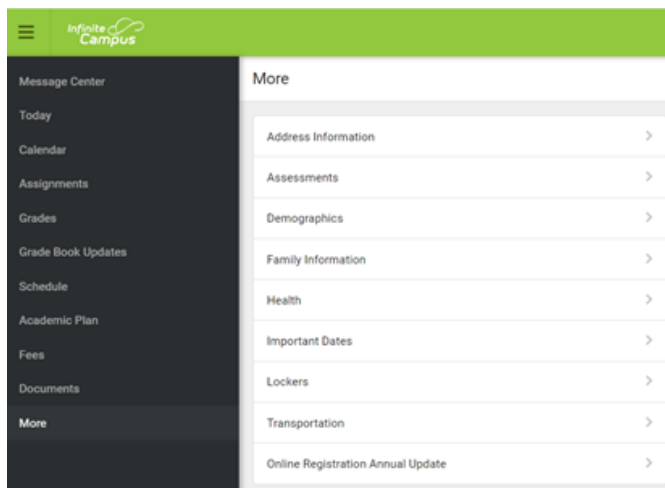
- \*You must use the Parent Portal to complete the Annual Update (instead of the Student Portal)
- \*It is not recommended to use a mobile device to complete the Annual Update. Although the Annual Update will work with a mobile device, it may be hard to navigate.
- \*If you do not have a parent portal 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:

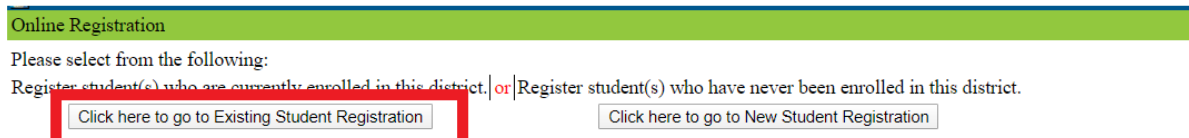
1. Navigate to the Hopkins County Schools website – [www.hopkins.kyschools.us](http://www.hopkins.kyschools.us)
2. Under Parents, select **Parent Portal**



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.**



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



Online Registration

Please select from the following:  
Register student(s) who are currently enrolled in this district. | or | Register student(s) who have never been enrolled in this district.

[Click here to go to Existing Student Registration](#) [Click here to go to New Student Registration](#)

9. You will see a screen with your school-aged children. Click on **Begin Registration**
10. 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.
11. 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