

Welcome to Houston County Schools! We are so glad you are here.

We take great pride in the quality of our schools and the educational opportunities they offer. Our teachers and staff are dedicated to partnering closely with families to ensure your child has a rewarding and positive learning experience.

Houston County Schools uses an online process to enroll new students. Before beginning the online application process, families are encouraged to have the **required documents** available to upload into the application. Knowing your child's school of residence is important before beginning registration. If you don't know your zoned school or have questions, you can use our district [School Locator](#), or email our Enrollment Department at studentenrollment@hcboe.us

The application can be saved throughout the process, but completing the application in one sitting expedites your request. Once submitted online, the completed application is available for District approval.

Enrollment Process for New Families

For new families to Houston County Schools ***with no students currently enrolled in the district***, please read the following directions carefully to begin our online enrollment process.

1. Create an account if you do not already have an account; Please use an email that you use daily. Please do not use a student's email. (If you have an account, sign in with your login information).
 - a. Make sure to write down your login and password number (as you will need this in the Spring for Returning Student Registration for the next school year)
2. Once you have created your account, sign in with your credentials.
3. Read the Introduction Page and click Next.
4. Fill out all of the Required Fields in the application.
5. When you reach the Contacts Fields please make sure to list the parent/Guardian first and then other contacts. Contact persons cannot share the same phone number or email address. Each contact must have their own phone number and email address.
6. When you reach the Document Uploads, please upload your images to the appropriate sections. Please also make sure that your uploads are clear and are not blurry. You must upload all documents. The application will not allow you to submit until the documents are uploaded. Failure to upload all documents will place your application on hold and hinder the process from moving forward.
 - a. Birth Certificate- Please upload a full image of the ENTIRE document, not just a portion.

- b. Parent/Guardian Photo ID- Please upload a full image of the ENTIRE document, not just a portion of it
 - c. Proof of Residency- Please upload a full image of the ENTIRE document, not just a portion. All documents MUST BE REMOVED FROM ENVELOPES.
 - d. Immunizations- please upload a full image of the ENTIRE document, not just a portion of it
7. After all the steps are completed, you will come to the Summary page. This page will tell you if you have anything that has been missed or not completed. If there are any red errors, you must fix these before submitting. The application will not allow you to submit until these are resolved.
8. Once you have all areas completed and no red errors, click **Submit**.
9. After submitting your application you will receive a confirmation message of completion. This does not mean that your child is enrolled. The application will be reviewed by our Enrollment department. Should there be any questions or issues, we will reach out to you via email. If there are no issues, we will reach out to you via email. Please allow 5-7 business days for the application to be processed. Please do not call the local school with questions pertaining to the status. All communication will be sent through email.
10. [Click Here to Begin](#)

If you need assistance:

- Contact the Enrollment Department via email at studentenrollment@hcboe.us
- Schedule an appointment by clicking on our [HCS Student Enrollment Calendar](#).