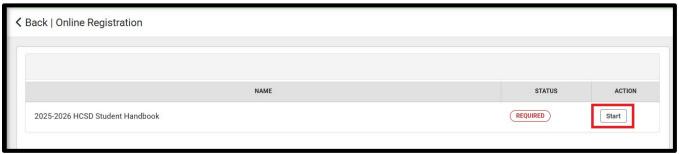
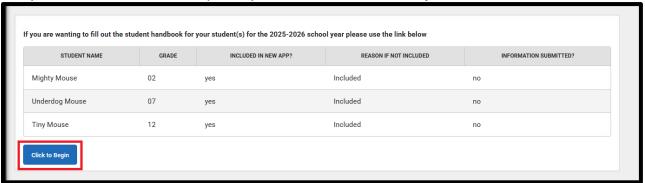


- 1. Log in to your parent portal.
- 2. Select "Start" next to the 2025-2026 HCSD Student Handbook.

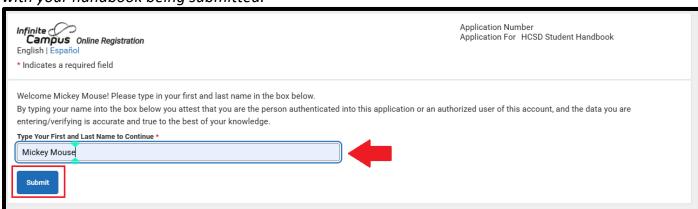


3. Before beginning the handbook process, please make sure **all of** your students in your household are listed. If not, please contact your student's school. Select the "click to begin" to start the process.

*Only a Guardian/Parent in the primary household will be able to fill out the online handbook.



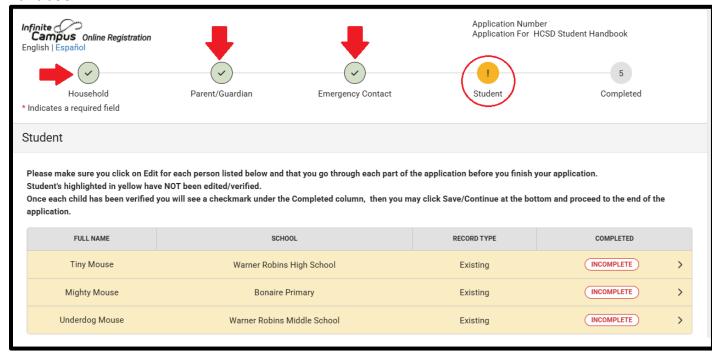
- 4. Next, you will type your name in the box provided to begin the process. You also have the option to view the handbook to be in Spanish. Click submit.
 - *Please take note of the application number in the top right corner in case there are any issues with your handbook being submitted.







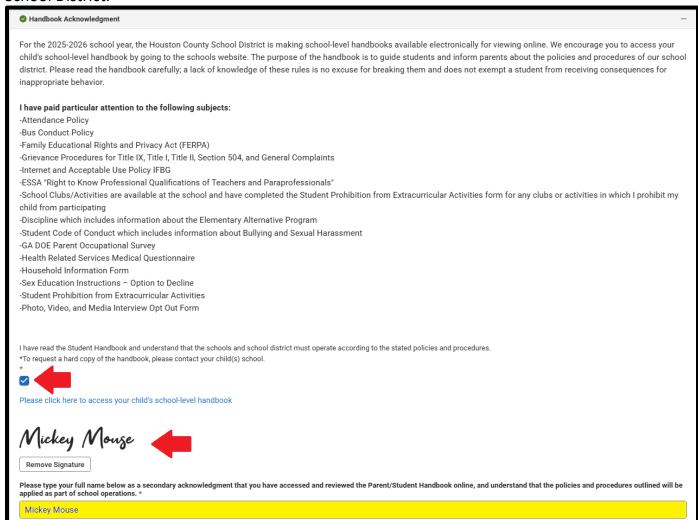
- 5. There are several tabs you will work through in the handbook:
 - <u>Household information</u>: If you have a new address please contact Central Registration to update your information.
 - Parent/Guardian Information
 - -<u>Emergency Contact Information:</u> You must have 1 emergency contact that is NOT the Parent/Guardian(s). You can only list 2 emergency contacts in the online handbook. If you need to add more you can do that at your student's school
 - The last tab will be **Student**, and this is where you will fill out/answer questions for the handbook. Prior to entering/answering the information all students will be highlighted in yellow and have a status of **Incomplete**. Click on each student individually to fill out the handbook.





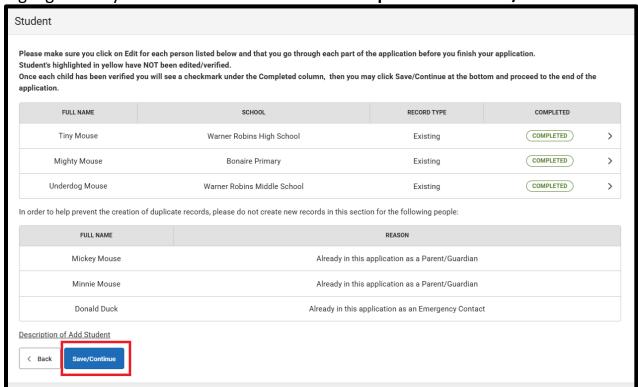
HCSD Technology Department

6. You must complete the handbook for each student in your household. You will sign and type your name for each student acknowledging the policy and procedures for the Houston County School District.





7. Once all the students in your application have been completed they will no longer be highlighted in yellow and their status will be **Completed**. Click **Save/Continue**.



8. You will sign your name one final time and then click **submit.** You will receive an email confirming your digital handbook was submitted. Please keep this email for your records.

