



**EMPLOYEE**

**SCHOOL**

**CHOICE**

**COMING SOON!**

Returning for the upcoming year, the employee's school choice enrollment request will be offered through an online form. Instructions will be sent via email on January 8, 2024. Please note, any submissions prior to January 8, 2024 are not valid for the 2024-2025 school year.

Once the form is completed, employees will receive a confirmation that the form has been submitted. Both the employee and the employee's supervisor will be informed of the status of the approval process through email notifications.

Click the link below apply and be sure to select School Year 24/25. Employees must be logged in to their HCS Sharepoint account to access the application.

[https://henryco.sharepoint.com/sites/O365\\_tenant/hcsemployeechildrenenrollment](https://henryco.sharepoint.com/sites/O365_tenant/hcsemployeechildrenenrollment)

**JANUARY 8 THROUGH  
JANUARY 30, 2024**