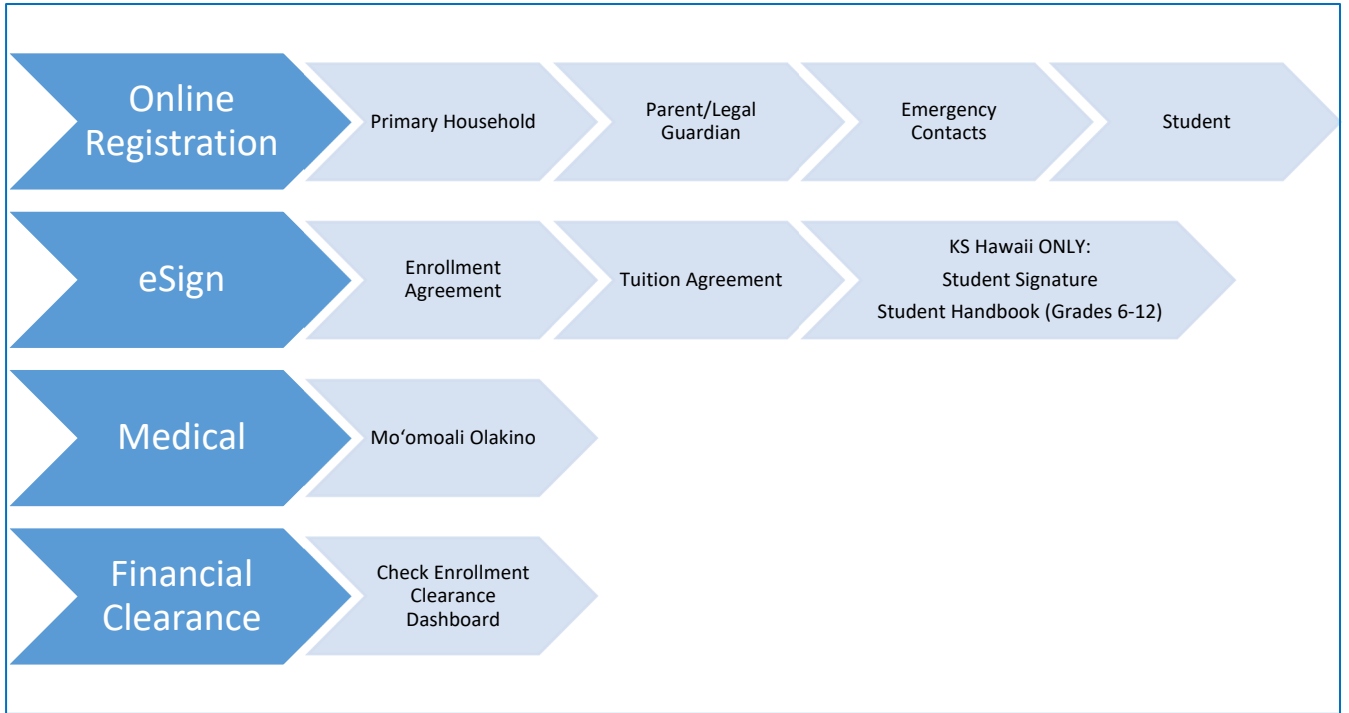## 2025-2026 School Year Re-Enrollment Instruction Guide

The following steps below must be completed in order for your child to be cleared to attend school.
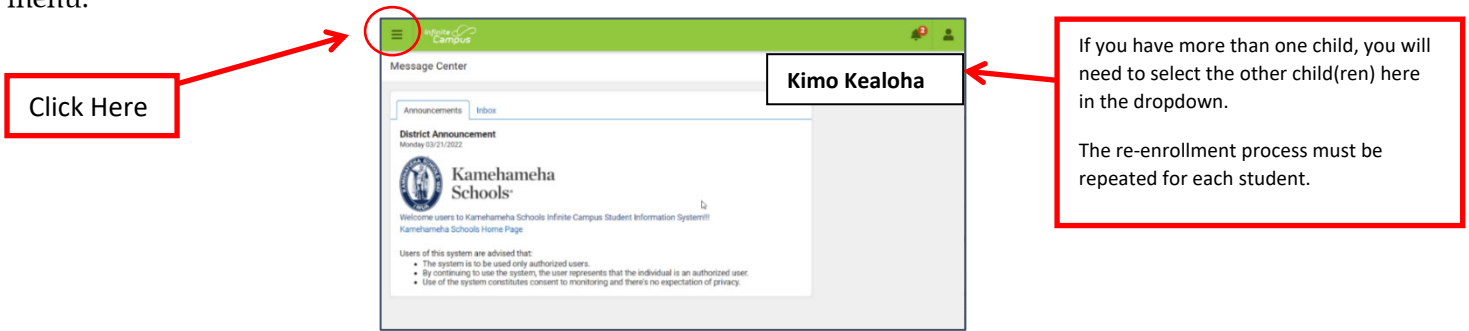
Online Registration	Primary Household	Parent/Legal Guardian	Emergency Contacts	Student

eSign	Enrollment Agreement	Tuition Agreement	KS Hawaii ONLY: Student Signature Student Handbook (Grades 6-12)

Medical	Moʻomoali Olakino

Financial Clearance	Check Enrollment Clearance Dashboard

Step 1: Log into your KS Account at https://ohana.ksbe.edu Please contact your campus unit office if you need assistance with your login.
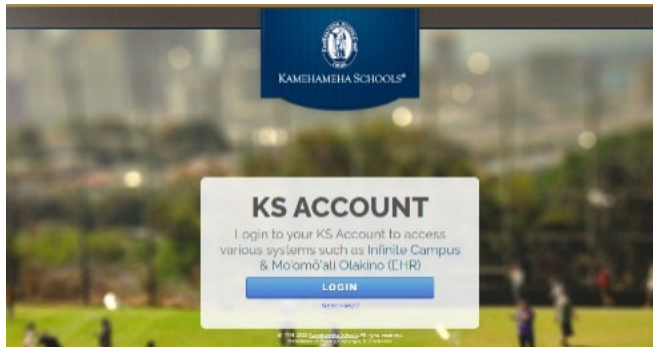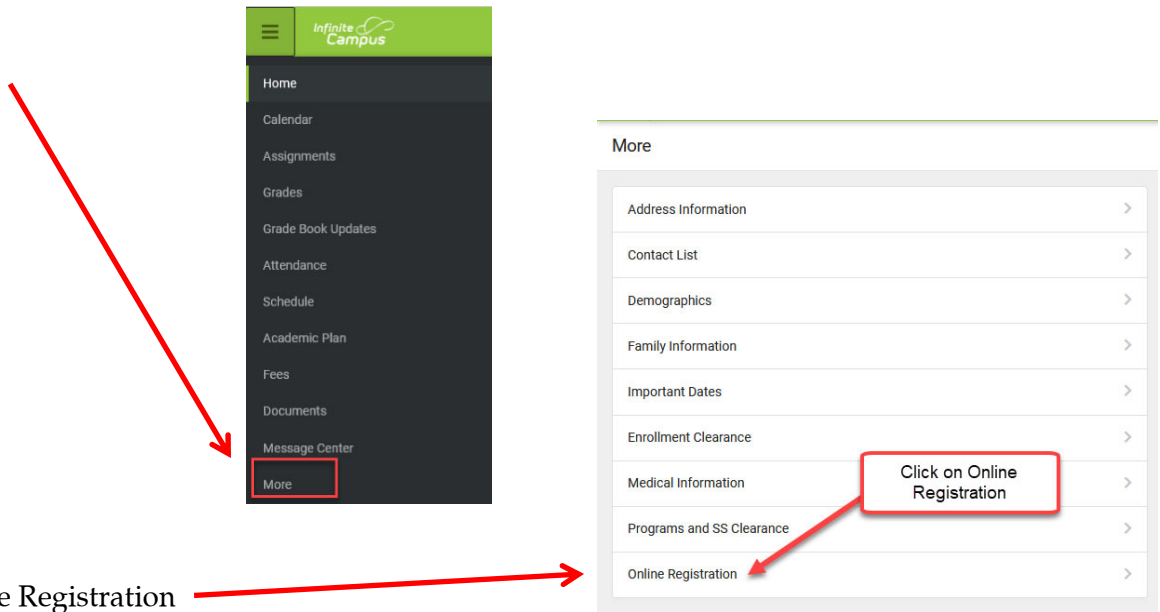

Step 2: Click on the Infinite Campus App
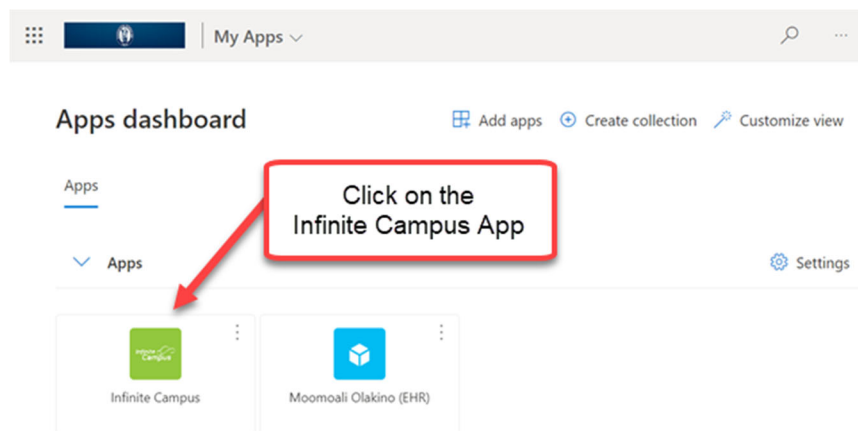
Step 3: Click on the "menu" icon (three horizontal bars) on the top-left to access the portal options. Select student by clicking on student name from drop list in the top-right for student specific information in the menu.

Click Here

Kimo Kealoha

If you have more than one child, you will need to select the other child(ren) here in the dropdown.

The re-enrollment process must be repeated for each student.

**Step 4:** Click on More

Step 5: Click on Online Registration

Click on Online Registration

ONLINE REGISTRATION (OLR) – Only **ONE** parent/guardian is allowed to complete and submit the OLR. Please read all directions for each section and allow at least 10 minutes to complete. You will be able to save and continue where you stopped as needed.
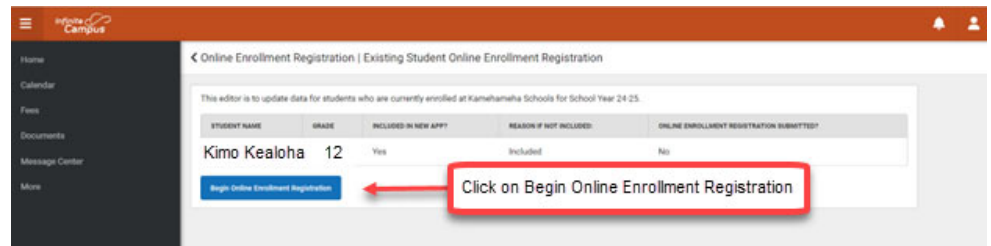
Please complete the following:

- Primary household: Verify household phone #, physical & mailing address and validate that the information is correct.
- Parent/legal guardian: All legal guardians should be listed here.
    i. Please contact the school's unit office directly if the person(s) listed are in error.
- Emergency Contact and Authorized Pickup: These people will be called in an emergency if a parent/guardian can't be reached and are also the only people that will have authorization to pick up a child.
    i. Minimum of three; do not include parent/legal guardians here.
        1. Before starting OLR, gather contact information (phone numbers & addresses) for each contact.
        2. Please use legal names for contacts.
    ii. Parent/Legal Guardians are #1 and #2 in Contact sequence and cannot be changed. The school will always contact parent/legal guardians first. If none can be reached, the school will use the emergency contacts sequence order.
- Student: complete all required fields
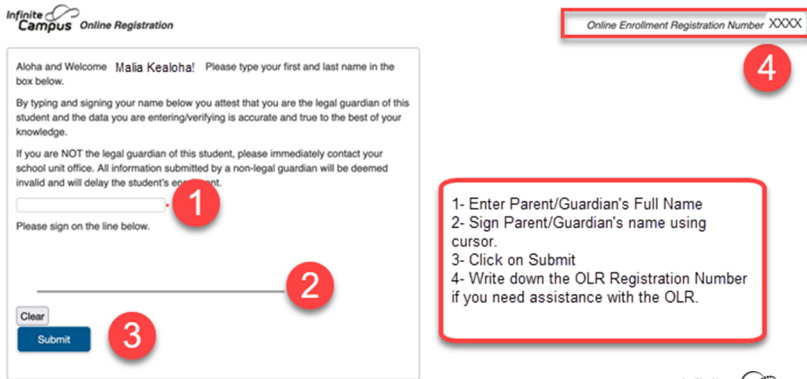   i. **KS MAUI CAMPUS ONLY**: Bus Transportation Applications must be made in this section.

Click on Start
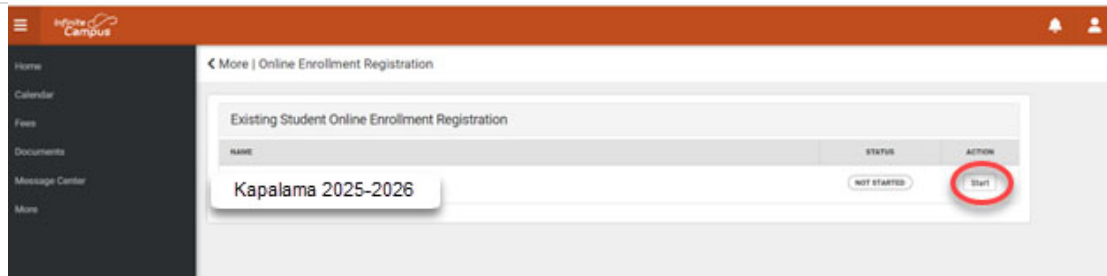
Click on Begin Online Registration

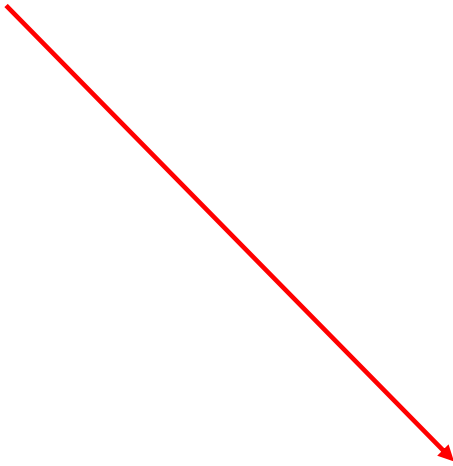Type your full name and sign the form using your cursor and click on Submit.

Click on Begin

Review the information for each of these sections below:

When all sections are completed, click on Submit. A notification will be sent to the school staff to proceed with the review and approval process of the information provided in the Online Registration.

It is recommended that you download a copy of the OLR summary for your records using the PDF link.

You may close the window for this section and return to the Infinite Campus Parent Portal.

Step 6: Click on Documents to access the forms to sign

Step 7: Change the school year to 25-26. Select the first form to sign:

Step 8:
The document will open.
Read the Enrollment Agreement, scroll down and sign the form.

Step 9:
Sign your document
Click on the blue Sign button to electronically sign the document.

Please note that if you select "Decline," it will prevent anyone else from signing the form.

Kamehameha Schools requires **ALL** parent or guardians listed to sign **ALL** forms. Failure to comply will delay the enrollment process and will exclude student from first day of school activities.

Step 10:
Submit your signature.
Click on the blue **Submit** button on the bottom of the page to complete the eSignature process for this form. Be sure to go back and repeat this process for any additional required forms that needs to be signed.
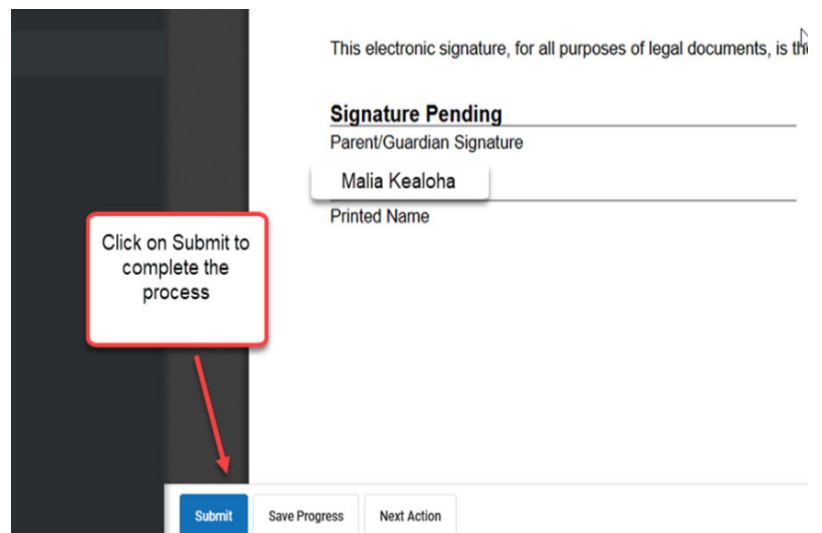
Step 11a: **Click on More** This step is to be done by the 2nd Parent/Legal Guardian who **DID NOT** complete the Online Registration (Step 5 above) Click on More	
Step 11b: Review/Update: (**2nd Parent/Legal Guardian**) Review and update: 1- Address Information 2- Demographics 3- Family Information	
Step 12: **Medical Requirement** Click on the Moʻomōʻali Olakino (EHR) link in the Quick Links box OR Go back to the KS Account Apps and select the Moʻomōʻali Olakino (EHR) App to complete the medical requirements	
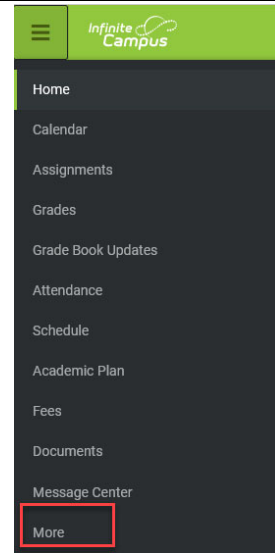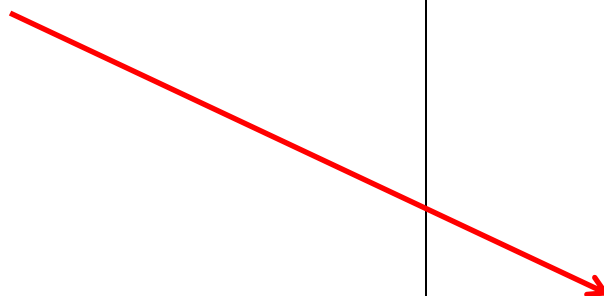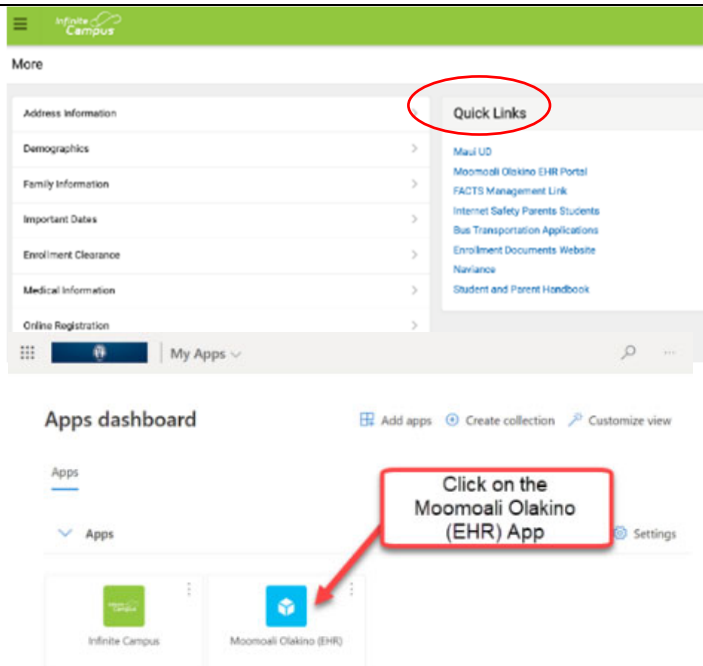
Step 13:
Check your Enrollment Clearance

1. Go back to the KS Account Apps and select Infinite Campus
2. Click on More
3. Click on Enrollment Clearance
4. Check your Enrollment Clearance
   - **Enrollment Agreement Gen Release Form**

   - **Tuition Agreement**

   - **Online Registration**

   - **Financial Clearance**

       a. If **No,** there is a balance due for the 2024-2025 school year. Please log into FACTS to make your payment.

       b. If you need help with FACTS, call the Cashier's Office at (808) 842-8084 Monday – Friday 7:00 a.m. – 4:00 p.m.

   5. Malama Ola Medical Clearance

Cleared Status: Y:
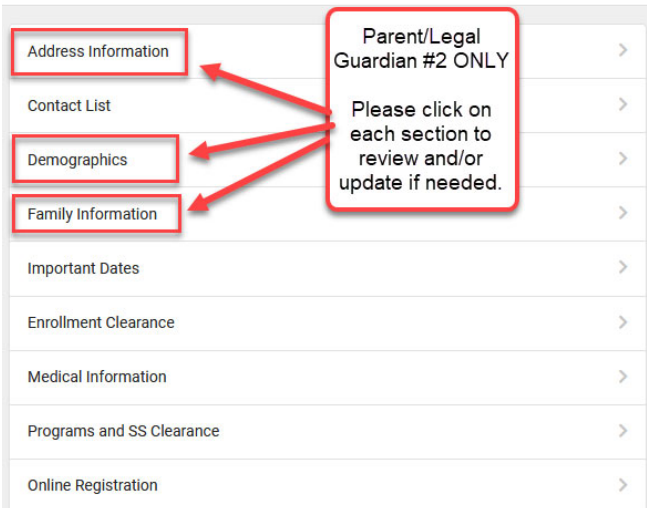**Yes**, indicates that you have completed all requirements for enrollment. Your child will be allowed to attend school and receive his/her school schedule.

Cleared Status N:
No, there is an outstanding item that needs to be completed.

Cleared Status NA:
This item is not applicable for your student.

**If you feel there is an error on the Enrollment Clearance Dashboard, please contact your child's campus unit office immediately.

Other Entrollment Items
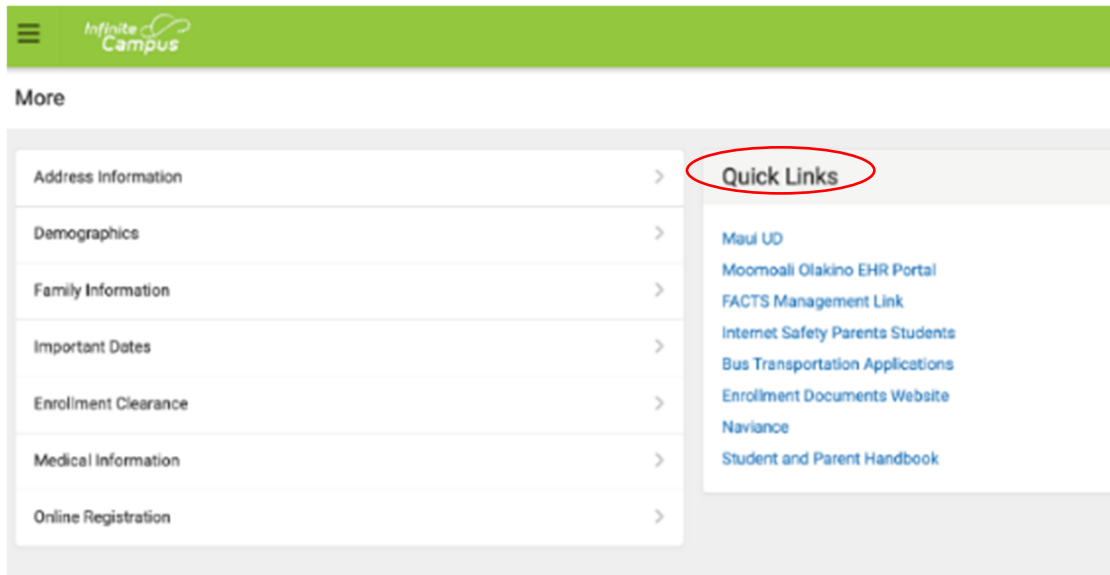
Internet Safety Parents Students link:

- Click on the link to complete the Internet Safety Training.
- This step must be completed by **both a parent and the student** before students are issued their electronic devices.

Bus Transportation Applications:

- **Kapālama and Hawaiʻi Campuses ONLY** (Click on the link to apply for bus service.)
   o Note: after completing the bus application you will need to click on the "Submit" button twice – (First) to confirm that what you have completed is correct and (second) to submit the application. You will receive a confirmation e-mail once the application is submitted.
   o You must complete a new bus application each school year.
   o If you are interested in financial assistance for bus service, you must complete BOTH a bus application as well as a financial aid application. A Financial Aid award **DOES NOT** guarantee a seat on the bus.
   o **Financial Aid deadline is May 31, 2025,** for the 2025-2026 school year.
   o Bus Transportation is based on a first-come, first serviced basis. Delays in submitting applications will impact bus request.
- **Maui Campus Only:**
   o Bus Transportation application request must be made within the Online Registration (see Step 5 above).

Frequently Asked Questions

Enrollment Process

1. Where can I find documents and information about the OLR and KS enrollment process?
   Please click on the link below to the appropriate web page that your child is enrolling:

   Hawaiʻi Campus enrollment: https://www.ksbe.edu/hawaii-campus-enrollment
   Kapālama Campus enrollment: https://www.ksbe.edu/kapalama-campus-enrollment
   Maui Campus enrollment: https://www.ksbe.edu/maui-campus-enrollment

2. How do I complete medical requirements?

    From your KS Account, https://ohana.ksbe.edu , you can access Moomoali Olakino application that will provide all the information and forms you need to complete medical requirements. Some requirements are specific to grade levels.

3. My child and I have already completed Internet Safety for summer school. Do we have to complete this again for the new school year?

    New Invitees and their parents who completed the modules for summer programs 2025, will not have to complete another set for SY 2025-26.

4. I noticed that the new handbook is not yet posted; I only see the 2024-2025 one. How am I supposed to sign the form when I cannot review the updated handbook?

    When the new handbook is completed, the link will be refreshed. You can wait for the updated version to be uploaded before signing the Enrollment Agreement/General Waiver. Otherwise, you can sign the form now.

Online Registration (OLR)

1. Do all Parent/Guardians fill out the Online Registration?

    Only one parent/guardian is required to complete online registration forms even if your child resides in two separate households.

2. Why did I receive more than one Online Registration email?

    If you have more than one child that is a new invitee, you will receive an email for each new invitee.

3. Who do I notify about my new email address?

    If the new email address was included in OLR, then there is no further action. You will receive an email to set up your KS Account. If your email address changes anytime during the school year, then request the change via the Infinite Campus parent portal. Click on More for the menu, then select "Family Information".

4. My husband/wife does not have an email account. May I use my email address when I am filling in his/her email field?

    Each parent/legal guardian must have their own unique email address. This unique email is used to create an Infinite Campus parent portal account, which is needed to **electronically sign** all required enrollment forms.

5. My child does not have a cell phone. May I use my cell number when filling in my child's cell phone number?

    Students should have their own contact information that is not shared with parents or others. If the student does not have a cell phone number, leave this field blank.

Emergency Contact

1. What if I don't have three emergency contacts?

    Contact the school's unit office and the staff will assist you.

2. Can my high school child be an emergency contact/authorized pick up for my child in elementary school?

    Students should remain in school, so it is not recommended to have a high school student with this kuleana.

3. What is the difference between "Emergency Contact" and "Emergency Contact/Authorized Pick Up"?

    Students are released only to individuals who are identified as "Authorized Pickup". These people must also have identification at the time of pickup.

4. Why am I required to produce an address for these contacts?

    Addresses provide additional information that can be used to avoid duplicate persons in the system. It can also assist in establishing accurate relationships for persons with same/similar names.