

## Kamehameha Schools Enrollment Process ENROLLMENT CHECKLIST

The deadline for completing the enrollment process is:

Returning students grades K-11:	April 30, 2024
Middle School or High School New Invitee Student:	April 30, 2024
Elementary New Invitee Student	May 31, 2024

### Hawai`i Campus unit office contact information

Hawai`i Elementary School:	Dancyne Kama	knkama@ksbe.edu	(808) 982-0200
Hawai`i Middle School:	Crystal Nicolas	crnicola@ksbe.edu	(808) 982-0402
Hawai`i Middle School:	Kayla Pacheco	kapachec@ksbe.edu	(808) 982-0279
Hawai`i High School:	Joy McCollum	jomccoll@ksbe.edu	(808) 982-0608
Hawai`i High School:	Shyann Loa	shloa@ksbe.edu	(808) 982-0669
Elementary School Office:	(808) 982-0200	16-714 Volcano Road, Keaau, HI 96749	
Middle School Office:	(808) 982-0400	16-712 Volcano Road, Keaau, HI 96749	
High School Office:	(808) 982-0600	16-716 Volcano Road, Keaau, HI 96749	

### Items 1-6 listed below must be completed in order for your child to be cleared to attend school:

Please log into your KS Account <https://ohana.ksbe.edu> to access the Infinite Campus Parent Portal app, click on Documents to complete steps 1 - 4 listed below in the Enrollment Process. (Refer to attached instructions for details).

- 1- Enrollment Agreement/General Release, Waiver of Liability, and Indemnity Agreement Form
  - *Must be signed by **ALL** parent/legal guardians.*
  
- 2- KS Tuition Agreement (Contact Liane Seto 808-842-8084 for assistance)
  - *Must be signed by **ALL** parent/legal guardians.*
  
- 3- Online Registration (OLR) (*Only 1 parent/legal guardian is required to complete this step*)
  - **New Invitees:**
    - The 1<sup>st</sup> parent/legal guardian has submitted demographic and contact information for parents/legal guardians, students, and emergency contacts in a previous step.
    - Please do not complete the online registration through the Infinite Campus Parent Portal, this step was already completed through the Online Registration link.
  - **Returning Students:**
    - One parent needs to complete the Online Registration
      - In the Infinite Campus Parent Portal Home Page, please click on More to access the Online Registration tab. Please review and update any changes.
  
- 4- Student Signature (Grades 6-12) - Student Handbook only.
  - **Returning Students:** Log into: <https://ohana.ksbe.edu>, click on the Infinite Campus app/icon.
    - Go to documents, click on Student Handbook Acknowledgement to sign.
  - **New Students:** Student login information will be emailed to a parent/legal guardian within 7 days, once the Online Registration has been completed and approved.
  
- 5- Financial Clearance - Current school year balances must be cleared by May 15, 2024, to avoid a delay to your child's enrollment and/or course registration for the 24-25 school year and/or possible rescission of his/her invitation.
  - If you have a balance due, the financial clearance field will say **No** in the Enrollment Clearance section in Infinite Campus.
  - Please log into FACTS Management Company at <https://online.factsmtg.com> to clear any financial obligation.
  - Call the KS Cashier's Office at (808) 842-8084 if you have any questions or need assistance with FACTS.
  
- 6- Medical Requirement – Please click on the Mo'omō'ali Olakino (EHR) app icon in KS Account or if in the Infinite Campus Parent Portal, click on More, then find the link to EHR in the Quick Links section. Please log into the Mo'omō'ali Olakino (EHR) system to complete the medical clearance requirements.
  - K-8 Health Room: Desiree Hanohano RN (808) 982-0411
  - HS Health Room: Carl De Leon RN (808) 982-0611

**The following are not required to receive your child's schedule:**

- 7- Update/Verify Parent Information
  - For the 2<sup>nd</sup> parent/legal guardian (if applicable), please review and update your information.
    - In the Infinite Campus Parent Portal Home Page, please click on More and verify and update the following information:
      - Address Information
      - Demographics (Emergency Contacts/Authorized Pick-Up)
      - Family Information

- 8- Bus Transportation Service

Please click on the following Transportation link to access the bus application:

<https://apps.ksbe.edu/forms/MHStransportation/busconduct.php>.

The link to transportation can also be accessed from the Quick Links in Infinite Campus or from the campus enrollment website.

Note: after completing the bus application you will need to click on the "Submit" button twice – once to confirm that what you have completed is correct and twice to submit the application. You will receive a confirmation e-mail once the application is submitted.

- Returning Students: the bus application will open at 8:00 am on April 2, 2024. The deadline to apply is 11:59 pm on April 30, 2024.
- New Students: the bus application will open on the date of your child's New Student Orientation:
  - Grades Kindergarten and Grade 4: May 4, 2024 at 8:00 am
  - Grades 6: April 13, 2024 at 8:00 am
  - Grade 9: April 12, 2024 at 5:30 pm

You must complete a new bus application each school year. Bus Transportation is based on a first-come, first-serve basis for all students. Bus Transportation Approval Letters and bus passes will be mailed out in July.

**Bus Financial Aid:** You must apply for financial aid in order to be considered for financial assistance. Please refer to the Financial Aid Award Letter which will specifically state if financial aid has been awarded for bus transportation. You must complete a bus application form in addition to applying for financial aid – a financial aid award **does not** guarantee a seat on the bus.

- 9- Parent Internet Safety

- At least 1 parent/legal guardian is required to complete the laptop training module.
  - Elementary School (808) 982-0200
  - Middle School Leslie Ortiz (808) 982-0456 [leortiz@ksbe.edu](mailto:leortiz@ksbe.edu)
  - High School: HPK (808) 982-0768 [hpk@ksbe.edu](mailto:hpk@ksbe.edu)
- The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

- 10- Student Internet Safety

- All students are required to complete the laptop training module with the embedded assessment form. Student laptop assessment must be completed by the student.
- The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

You can track your enrollment requirements progress in the Infinite Campus parent portal by clicking on More, then on Enrollment Clearance. You will be able to monitor if you have any outstanding items.