

## Kamehameha Schools Enrollment Process ENROLLMENT CHECKLIST

The deadline for completing the enrollment process is:

Returning students grades K-12:	April 30, 2025
Middle School or High School New Invitee Student:	April 30, 2025
Elementary New Invitee Student	May 31, 2025

### Kapālama Campus unit office contact information

Kapālama Elementary School:	Melissa Maeda	memaeda@ksbe.edu	(808) 842-8383
Kapālama Elementary School:	Rachel Lee	ralee@ksbe.edu	(808) 842-8564
Kapālama Middle School:	Hoku Ho'ohuli	hohoohul@ksbe.edu	(808) 842-8366
Kapalama Middle School:	Steve Cuyno	stcuyno@ksbe.edu	(808) 843-3567
Kapālama High School Grade 9::	Myrah Vinta	myvinta@ksbe.edu	(808) 842-8137
Kapālama High School Grade 10:	Kumakaleikini Soon	kisoon@ksbe.edu	(808) 842-8431
Kapālama High School Grade 11:	Carol Anguay	caanguay@ksbe.edu	(808) 842-8751
Kapālama High School Grade 12:	Jeanelle Kaleopaa	jakaleop@ksbe.edu	(808) 842-8982

### Items 1-5 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 - 3 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- Financial Clearance – Returning Students
  - Current school year balances must be cleared by May 16, 2025, to avoid a delay to your child's enrollment and/or course registration for the 25-26 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.factsmgmt.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.
  
- 5- Malama Ola Medical Clearance – 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.
  - Elementary School: Kalanimoku Dispensary    808-843-3354    keshealthroom@ksbe.edu
  - Middle School Dispensary    808-843-3459    kmshealthroom@ksbe.edu
  - High School: Hale Ola    808-842-8075    kskmalamaola@ksbe.edu

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

- 6- Update/Verify Parent Information (Recommended)
  - 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

- 7- Bus Transportation Service

- The bus application opens on May 1, 2025, and the deadline is May 16, 2025.
- Please click on the following Transportation Link to access the bus application:  
<https://blogsites.ksbe.edu/transportation/>

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 Notification Letters will be mailed out in July.

**Bus Financial Aid:** You must apply for financial aid in order to be considered for financial assistance. If you did apply for financial aid, 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.

- 8- Parent Internet Safety

- At least 1 parent/legal guardian is required to complete the internet safety training.
  - Middle School: Monica Rista (808) 842-8569
  - High School Contact: (808) 842-8510
- The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

- 9- Student Internet Safety

- All students (Grades 7-12) are required to complete the Student Safety Internet Training before receiving their assigned KS device.
  - Middle School Contact: Michelle Cluney (808) 842-8142
  - High School Contact (808) 842-8510
- 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.