

## Kamehameha Schools Enrollment Process ENROLLMENT CHECKLIST

The deadline for completing the enrollment process is:

Returning students grades K-11:	April 30, 2025
Māhele Luna (Grades 6-12) New Invitee Student:	April 30, 2025
Māhele Lalo (Grades K-5) New Invitee Student	May 31, 2025

### Maui Campus unit office

Māhele Lalo Gr K-5 Office	Sunny Kim	sukim@ksbe.edu	(808) 572-3300
Māhele Luna G 6-8 Office:	Vaea Rodrigues	varodrig@ksbe.edu	(808)-572-4200
Māhele Luna G 9-12 Office:	Charlene Brown	chbrown@ksbe.edu	(808)-573-7000

### 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: 808-573-7452 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:**
    - Only 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- 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.
  - Māhele Lalo Health Room Grades K-5: (808) 572-3222 [wachaney@ksbe.edu](mailto:wachaney@ksbe.edu)
  - Māhele Luna Health Room Grades 6-8: (808) 572-4221 [ksmmalamaola@ksbe.edu](mailto:ksmmalamaola@ksbe.edu)
  - Māhele Luna Health Room: Grades 9-12: (808) 573-7073 [ksmmalamaola@ksbe.edu](mailto:ksmmalamaola@ksbe.edu)

**The following are other important items for Enrollment:**

- 6- 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

- 7- Bus Transportation Service

Bus service request will be done in the Online Registration (OLR) process in Infinite Campus. Only 1 parent will be able to access the Online Registration. If the Online Registration process is completed and you need to request for bus service, please contact the Transportation Office at (808) 572-3245.

You must request bus service 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. Deviations will be subject to prior approval and will be allowed for certain situations only.

**Bus Registration Deadline:** The bus service request deadline is May 31, 2025. New service requests and requests for changes received after the deadline will be processed on a space-available basis and are not guaranteed a seat on the bus.

**Bus Financial Aid:** You must apply for financial aid in order to be considered for financial assistance. If you applied 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 request for bus service through the Online Registration process, 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 laptop training module with the embedded assessment form in order for your child to receive their laptop/iPad
    - Māhele Lalo: Grades K-5      Sanoe Cabanting-White (808) 573-7036 sacabant@ksbe.edu
    - Māhele Luna: Grades 6- 8      Vaihi Temataru      (808) 572-3248 vatemata@ksbe.edu
    - Māhele Luna: Grades 9-12      Francine Fujiwara      (808) 573-7218 frfujiwa@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.

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.