

Kamehameha Schools Enrollment Process ENROLLMENT CHECKLIST

The deadline for completing the enrollment process is May 31, 2022

Hawai'i Campus unit office contact information

Hawai'i Elementary School:	Laura "Kanoë" Awong	laawong@ksbe.edu
Hawai'i Middle School:	Crystal Nicolas	crnicola@ksbe.edu
Hawai'i High School:	Joy McCollum	jomccoll@ksbe.edu

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 1-5 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 Contract (Contact Liane Seto 808-842-8084 for assistance)
 - *Must be signed by all parent/legal guardians*
- 3- 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*
- 4- Online Registration (OLR) (*Only 1 parent/legal guardian is required to complete this step*)
 - **New Invitees:**
 - The 1st parent/legal guardian has submitted demographic and contact information for parents/legal guardians, students and emergency contacts in a previous step.
 - For the 2nd parent/legal guardian (if applicable), please view 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
 - Family Information
 - Emergency Contacts/Authorized Pick-Up
 - **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.
 - For the 2nd parent/legal guardian (if applicable), please view 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
 - Family Information
 - Emergency Contacts/Authorized Pick-Up
- 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.
 - K-8 Health Room: Kimmie Katada 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:

6- Bus Transportation Service

Please click on the Transportation link in the Infinite Campus Parent Portal to direct you to the campus Transportation site for specific information and access to the application. Click on More, then find it in the Quick Links section.

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 Award Letters and bus passes will be mailed out in July.

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 your child was awarded financial assistance for bus transportation. You must complete a bus application in addition to applying for financial aid - financial aid does not guarantee a seat on the bus

7- Parent Internet Safety

○ At least 1 parent is required to complete the laptop training module with the embedded assessment form.

- Elementary School (808) 982-0200
- Middle School Leslie Ortiz (808) 982-0456 leortiz@ksbe.edu
- High School: HPK (808) 982-0768 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.

8- 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.