## Hawaii Department of Education (HIDOE) Online Registration (OLR): Instructions for Parents/Guardians who have No Portal Account (Kiosk link) New Or Transferring\* Students

\*Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR application. It is not required to submit an application for students continuing to the next grade level in the same school or for students in a terminal grade at a HIDOE school that feeds into the next HIDOE school.

**NOTE**: <u>If you have a Parent Portal account</u>, please see instructions on how to use OLR via <u>Parent Portal instead</u>. Infinite Campus is changing their interface and screenshots may look differently.

To complete the Online Registration (OLR) for your child, you will need to **upload** the following mandatory documents. If you are unable to upload any of the mandatory documents, you CANNOT use this method to enroll your child. Please take the documents to the school in your area for assistance with enrollment. **For any questions regarding enrollment, please contact the school directly.** 

Mandatory Documents you will need to upload (Note: Each uploaded document is limited to 3MB in size):

- A valid photo ID of the parent/guardian enrolling the child (e.g., driver's license, passport, State ID)
- Completed Enrollment Form (SIS-10W). Download the Enrollment Form using this link -><u>SIS-10W form</u>. One form needs to be completed for each child enrolling. (Suggestion: Download SIS-10W form and fill out in Adobe instead of opening within the browser).
- **Birth certificate** of the student(s) enrolling. If the child is from a foreign country, the child's passport or student visa is acceptable.
- **Proof of current address:** Documentation indicating that the parent/legal guardian of the child resides at an address within the school's attendance boundary. Use the <u>SchoolSite Locator</u> to see school district boundaries and explore school locations. Preferred documentation to establish proof of residence is listed below. At least one document is required for online registration, however a school may request additional documentation.
  - Rental/lease agreement, mortgage document, or current real property assessment document in the parent/guardian's name. A signed and accepted offer to a lease agreement from the leasing office is acceptable, if the following are included: Parent/legal guardian's name and signature with date of acceptance; residential address; effective date of offer; available unit date; and, deadline to respond date.
  - o Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian's name and is being sent to the house; and
  - If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation:
    - (a) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
    - (b) Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
    - (c) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
    - (d) A copy of the relative/friend's proof of legal residence must be attached to the notarized statement;
    - (e) Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence

Parents/Guardians will have an opportunity to upload additional forms into the Online Registration such as the MV1 form, Home Language Survey (required only for initial enrollment to HIDOE) and the Supplemental Kindergarten Enrollment Form (SKEF).

**If your family is experiencing unstable housing**\*\*, please go to the school office to enroll. School staff can better assist you and connect you with helpful resources. If you are unable to go to the school office, <u>contact a community</u> <u>liaison</u> in your area.

\*\*in a shelter, on the beach/park, in a motel/hotel, in a car, living temporarily with others, inadequate living accommodations e.g. house collapsed/burnt, and/or an unaccompanied youth experiencing any of the aforementioned.

Action	Screen
Step 1	Log into the Infinite Campus Online Registration using the link below: Online Registration for Parents/Guardians via Kiosk link
Step 2After clicking the web link, click the StartNew Registration button and then clickthe Next button.All required fields will have a redasterisk (*).If you started a registration previouslyand have the application number, youcan also click Return to SavedRegistration.	Infinite Campus English Welcome to the Hawaii Department of Education's (HIDOE) Online Registration (OLR).
<ul> <li>Step 3</li> <li>More than one selection may appear in this window. Review names carefully and choose the correct Registration Year.</li> <li>Click the Next button.</li> </ul>	What are you registering for? * SY 20xx -20xx Registration SY 20xx -20xx Registration Next Vext Online Registration   Student new to HIDOE or Student entering a new HIDOE School
Read the instructions. Then <b>click</b> the <b>Begin Registration</b> button.	Please proceed if you are seeking to enroll a Student NEW to HIDOE; or to enroll a Student entering a new HIDOE School NOTE: Student must already be withdrawn from previous school. If this has not yet been completed, please exit the system and return when withdrawal is completed. Begin Registration

Step 4	
As the parent/guardian completing this	Registration Year
registration, type your:	SY 20XX-20 XX Registration
1. First Name	Parent/Guardian First Name *
2. Last Name	Dad
3. Date of Birth	
4. Email Address	Parent/Guardian Last Name *
	Yamada
If you have/had a child that currently or	Parent Date of Birth (MM/DD/YYYY) *
previously attended a Hawaii Dept. of	01/01/1990
Education school, select, "Yes" from the	
Previously Attended this District drop	Email address required to receive notifications for application
down list. This will alert the school that	user@example.com
your information exists in the student	Do you have any children in your family that previously attended a Hawaii DOE school? *
information system.	No
	Discussions the letters way are disclosed in the image below t
Enter the letters or numbers that appear	Please type the letters you see displayed in the image below *
in the <b>CAPTCHA</b> box in the field provided.	wh 8rZ
Click the <b>Begin Registration</b> button.	rh8r7
chek the begin hegistration batton.	
	Begin Registration
Step 5	
The following screen will appear.	
Make note of the confirmation number.	Infinite C
You will need to enter a confirmation	English
number when returning to a saved	
application or when inquiring at the	Your confirmation number is 2245. Please write this down to assure re-entry into the registration system in
	case your system becomes disconnected.
school.	Confirm
Click the <b>Confirm</b> button to continue.	
Step 6	
Confirm your identity by typing your	Welcome Mom Doe! Please type in your first and last name in the box below.
first and last name.	By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best
	of your knowledge
Then click the <b>Submit</b> button.	Mom Doe
	Submit

a. <b>-</b>	
Step 7 Review the instructions on the screen and have applicable documents ready to upload. Complete the fillable SIS-10W form by clicking on the link on the screen. Suggestion: Download SIS-10W form and fill out in Adobe instead of opening within the browser. Click the Click Here to Begin button.	Weich on Diline Registration (DLR)           Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR application. It is not required to submit an application for students continuing to the next grade level in the same school of or students in a terminal grade at a HIDDE school that feeds into the next HIDDE school.           "Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR application. It is not required to submit an application for students on the school office to enrol. School staff can better assist you and connect you with helpful resources. If you are unable to go to the school office, contract a community liaison in your are.           "An abeler, on the beach/park, in a motel/hotel, in a car, living temporarily with others, inadequate living accommodations e.g. house collapsed/burnt, and/or an unaccompanied youth experiencing any of the a forengin country the student's passport, State ID!           OUNILDAD AND COMPLETE THE ENROLLENTNT FORM BEFORE CONTINUING (SISTOW) Click here for fillable SISTOW form.           Student bitin certificate: If from a foreign country the student's passport or student via is acceptable.           Pool of addrage           Woul Nave an opportunity to upload additional forms such as the Home Language Survey (only required for initial enrollment into HIDDE).           Are young pajacianis is submitted, the school will receive the data exactly as it is entered. Please be careful of speling, capitalization and punctuation. For further fact (from 14), Supplemental Kindergarten Errollment Form (SKEF). These forms can be turned in to the school difice after submitting your Online Registration. For further data, please wist the DDE homepage, How to Errol
Chara D	
Step 8	
The Student(s) Primary Household	
-Primary Phone screen:	Student(s) Primary Household Parent/Guardian Student
Enter the 10-digit <b>Primary Phone</b>	O Primary Phone
<b>Number</b> . If there is no home phone	Primary Phone *
number, enter the parent/guardian's	(808) 555-1234
contact phone number who is most likely	
	Next >
to respond to calls from the school.	
	Home Address
Click the <b>Next</b> button.	Save/Continue
Step 9	O Home Address -
The Student(s) Primary Household	
-Home Address screen:	*Please verify or add the information below. Please update any information that is incorrect. Please do not enter the entire address into the street name field.
-nome Address screen.	Example: If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Blvd,etc. field. Please enter addresses without a dash,
	okina, or kahako. Street Number * N,S,E,W Street Name Only * St, Ave, Blvd, etc. N,S,E,W Apt/Bldg
Please enter your physical address. Do	sueer number n, s, t, w sueer name only st, kre, bird, etc. n, s, t, w Apblong 555 ▼ Ohana St ▼ ♥ #5555
not use dashes, okina, or kahako.	City * State * Zip * Ext. County
	Ohana HAWAII V 99999
	Clear Address Fields

Step 10The Proof of Residency and Identity documents are required. Note: Each uploaded document is limited to 3MB in size.Click the Upload Proof of Residency button and upload your document.Click the Upload Proof of Identity button to upload a valid photo ID for parent/guardian (e.g., drivers license, State ID).Optional: Click the Upload Additional forms required by your school.	Click to upload Proof of Residency to prove residence in the district. *   Upload Proof of Residency    image: sample test.pdf    32.05 KB   Click to upload acceptable forms of ID: drivers license, passport or State ID. *   Upload Proof of Identity    image: sample test.pdf    32.05 KB   Click to upload additional forms as required by your school.   Upload Additional Doc    image: sample test image: sample tes
Click the <b>Save/Continue</b> button.	Save/Continue
Step 11	
The Mailing Address screen:	O Mailing Address
If you have a separate Mailing address, select <b>Yes</b> . Input information into the additional address fields.	Does this household receive mail at a different address? * Yes Yes Please complete the section below ONLY if your mailing and physical address are different. Please do not enter the entire address into the street name field. Example: If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N.S.E.W field, Sesame should be entered into the Street Name Only field, and St should be entered in the StAve,Bivd,etc. field,Please enter addresses without a dash, okina, or kahako. If you have a PO Box, check off the box for "Post Office Box" and enter the box number only into the "Street Number" field. Do not type in the words "POC"
When done click the <b>Save/Continue</b> button.	Post     Street     N.S.E.W     Street Name Only*     St. Ave, Blvd, etc.     N.S.E.W     Apartment       Office BoxNumber*     Image: Street Name Only*       City*     State*     Zip*     Ext.     County
	Clear Address Fields
<b>Step 12</b> Add Parent/Guardian Title screen:	Add Parent/Guardian Title ×
Click the <b>Ok</b> button to continue.	Please add any Parent/Guardian including yourself in this area.

Step 13   The Parent/Guardian -Demographics   screen:     Review and edit the Parent/Guardian   information. Note: not all fields are   editable.   Click the Next button.   Parent/Guardian Name:   • Demographics   Enter the parent/guardian you wish to enter. Please review and complete the following:   First Name *   Dad   Middle Name   Last Name *   Yamada   Suffix   Birth Date *   01/01/1990	
screen:     Review and edit the Parent/Guardian information. Note: not all fields are editable.     Click the Next button.     Click the Next button.     Image: Click the Next button.     Imag	
Review and edit the Parent/Guardian information. Note: not all fields are editable.   Click the Next button.    Enter the parent/guardian you wish to enter. Please review and complete the following:  First Name *   Dad   Middle Name   Last Name *   Yamada   Suffix   Birth Date *   01/01/1990	
Review and edit the Parent/Guardian information. Note: not all fields are editable.   Dad   Dad   Middle Name   Click the Next button.   Vamada   Suffix   Birth Date *   01/01/1990	
information. Note: not all fields are editable. Click the Next button. $\begin{bmatrix} Dad \\ Middle Name \\ [] [] [] [] [] [] [] [] [] [] [] [] [] $	
editable. Middle Name Last Name*	
Click the Next button.  How the set of the s	
Click the Next button.	
Click the Next button.	
Suffix Birth Date * 01/01/1990	
▼           Birth Date *           01/01/1990	
▼           Birth Date *           01/01/1990	
Birth Date * 01/01/1990	
01/01/1990	
Gender *	
Female	
Does this person live at the address listed below? *	
Yes 🔻	
2222 Ohana Skwy	
Ohana, HI 99999	
Next >	
Step 14	
The Parent/Guardian -Contact	
Information screen: At least one Phone Number is required.	
Poview and edit the Contact Enter the contact information and how you'd prefer to receive the different types of messages we will	ill send you
Neview and edit the contact	in oona you.
Information.	
At lagest one of here was the Work Phone	
At least one phone number must be	
entered.	
Email user@example.com	
Secondary Email	
< Previous	
Click the Save/Continue button.	
Cancel Save/Continue Delete	

<b>Step 15</b> <i>Returns to the Parent/Guardian screen</i> :	Student(s) Primary Household	2 Parent/Guardian	1	3 Student		Completed	
To add another Parent/Guardian, click the <b>Add New Parent/Guardian</b> button and repeat steps 13 and 14. When all parent/guardian information has been updated, click the <b>Save/Continue</b> button.	Parent/Guardian	LAST NAME Yamada Yamada In this area.	GENDER M F	RECORD TYPE Existing Existing		COMPLETED	
Shan 10							
<b>Step 16</b> The <i>Student screen:</i>	Student						
Click the <b>Add New Student</b> button.	FIRST NAME LAST NAME Add New Student Please include all students that need to be C Back	enrolled,	SCHOOL RECORD T vallable.	YPE	COMPLETED		
Step 17							
•							
The Student -Demographics screen:	Legal First Name *		Gender *		Enrollment Grade *	F	
	Yamada		Female	•	09	•	
Complete the student's information,	Middle Initial		Dirth Data t		Click on this link	to find your home school	
including the legal name of your child.			Birth Date *	1843		to find your nome school	
			01/01/2010	Ċ.	Home School *		
For Enrollment Grade and Home	or				Aiea High Scho	▼ loo	
School, select the grade level and	Has no middle name				Check box if this is	a Geographic Exception	
school requested in this application.							
	Legal Last Name *						
If you have an approved Geographic	Daughter						
Exception (GE) form, select that school	Suffix						
as the home school and check the							
Geographic Exception checkbox.							
Stop 19							
Step 18	Click to upload accontable items	for Droof of Dirthy hirth	antificate er pasanert	for the stud	ant indicated aba	*	
Upload the student's proof of birth via	Click to upload acceptable items	for Floor of Birdi. birdi	certificate of passport	ior the stud	ent mulcated abo	ve.	_
the Upload Proof of Birth button.	Upload Proof of Birth						
	Cample (1) pdf						
Upload the student's Enrollment Form	Sample (1).pdf 178.88 KB						
-							
(SIS-10W) via the <b>Upload Enrollment</b>	Click to upload the Enrollment Fo	orm (SIS10w) for the stu	ident indicated above. *				_
Form button. Suggestion: Download	Upload Enrollment Form						
SIS-10W form and fill out in Adobe instead		1					_
of opening within the browser.	Sample (1).pdf 178.88 KB						
							_
If you have an approved Geographic	Click button(s) below to upload a	dditional documents (e	.g. Home Language Sur	vey, MV1 fo	rm) for the stude	nt indicated above.	
	Upload Additional Document						
Exception form or other forms, click the							
Upload Additional Document 1 or 2							_
button as appropriate.	Upload Additional Document 2	2					
Note: Each uploaded document is limited							_
to 3MB in size	Next						
	Next >						
	L						
Click the <b>Next</b> button when done.							

Step 19	1						
The Relationships -Parent/Guardians	Relationships - Parent/Guardians						-
screen:	At least one person must be marked as 'Gua	ardian'.					
	NAME	RELATIONSHIP *	GUARDIAN	MAILING	PORTAL	MESSENGER	CONTACT
Review/Edit the Relationship, Contact	DAD YAMADA	Father					SEQUENCE *
•	MOM YAMADA	Step-Mother					2 •
Preferences, and the Contact	Description of Contact Preferences			-	_	_	
Sequence for each person.	Guardian - Marking this checkbox will flag Mailing - Marking this checkbox will flag th	this person as legal guardian to the student. his person to receive mailings for the student.					
	Portal - Marking this checkbox will flag this Messenger - Marking this checkbox will flag	is person as able receive a parent portal account ag this person to receive school email messages	s from Infinite Cam	pus if used by scl			
Do NOT select "No Relationship" from	Contact Sequence - Adding a sequence nu	xbox will indicate that the student has a seconda umber on contacts will prompt district staff to co				rent/Guardians sh	iould start with a
the Relationship menu.	sequence of 1. No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.						
		. The follower only the set of the set					
Click the <b>Next</b> button.	< Previous Next >						
Step 20							
The Student Services screen:	Student Services						
	Does your student have a curren	nt IEP? *					
Answer the Student Services questions	Yes	•					
appropriately via the dropdown list.	Does your student have a curren						
	Yes	<b>v</b>					
If you answered 'Yes' to having a							
current IEP or 504 plan, the respective	Student has received EL service	·s? *					
upload button will appear. Upload your	Yes	•					
child's current IEP or current 504 plan.							
Note: Each uploaded document is	Click here to upload Current I	EP					
	Sample (1).pdf						
limited to 3MB in size.	178.88 KB						
Click the Court (Courtinue button to							
Click the <b>Save/Continue</b> button to	Click here to upload Current 5	504 Plan					
continue.							
	< Previous						
	Cancel Save/Continue	Delete					
Step 21							
The Student completed screen:	✓	$\checkmark$		3			
	Student(s) Primary Household	Parent/Guardian		Student		0	Completed
Click Add New Student to enroll	Student						
another new student and follow							
instructions above (step 16 to step 21).	FIRST NAME LA	AST NAME GENDER	SCHOOL		RECORD TYPE	E	COMPLETED
······································	Daughter Y	/amada F	Aiea High Scho	ol	New		COMPLETED
When done, click Save/Continue to	Add New Student						
continue.	Please include all students that need	to be enrolled.					
continue.	< Back Save/Continue						
	Save/Commue						
	1						

<ul> <li>Step 22</li> <li>Click the Application Summary PDF</li> <li>link. Review all information for</li> <li>accuracy. If there are errors, click</li> <li>"Back" to make your corrections.</li> <li>You may print your Online Registration</li> <li>Summary for your records.</li> <li>If an application is submitted with</li> <li>errors, you will need to contact the</li> <li>school office to make corrections.</li> </ul>	Please sign on the line below.         Corr         You must submit your application by clicking the SUBMIT button. An email notification will be sent to you. Thank you.         Click the "Application Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".         Back       Oplication Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".         Back       Oplication Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".         Modified By:       Oplication Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".         Modified Date:       Oplication Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".         Modified Date:       Correct Date:         Application End Year:       Stypication Created By: mony amada         Modified Date:       Button Budgets         Modified Sy:       Modified By:         Modified Sy:       Modified Sy:         Modified Date:       Button Budgets         Modified Date:       Button Budgets         Modified Date:       Modified Sy:         Modified Sy:       Modified Sy:         Modified Sy:       Modified Sy:         M	
<ul> <li>Step 23</li> <li>Once all information has been verified,</li> <li>sign in the box using your mouse,</li> <li>stylus or finger.</li> <li>Click Submit.</li> </ul>	Please sign on the line below.         Clear         You must submit your application by clicking the SUBMIT button. An email notification will be sent to you. Thank you.         Click the "Application Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".         Back       Application Summary PDF	
Your submission is now complete and available the school to start the enrollment proces	ailable for the school staff to process. Submittal of this Online Registration alerts s.	
A confirmation email will be sent to you.		
Your school will require additional documents and forms such as Student Health record (Form 14), Application for Student to Ride School Bus, Supplemental Kindergarten Enrollment Form, etc.		

Please refer to the following link -> <u>How to Enroll</u> on the Hawaii Dept. of Education website. For specific information, please contact the school.

## Mahalo for completing the Online Registration Application!