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: If you have a Parent Portal account, please see instructions on how to use OLR via Parent Portal instead. 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.**
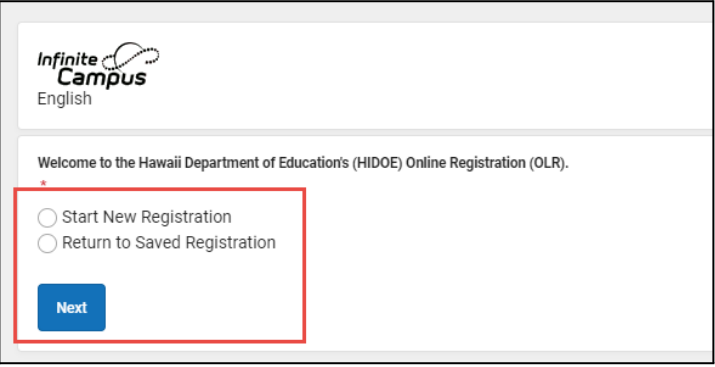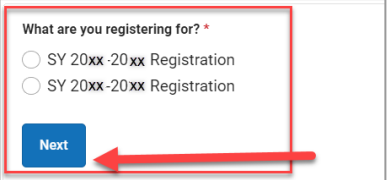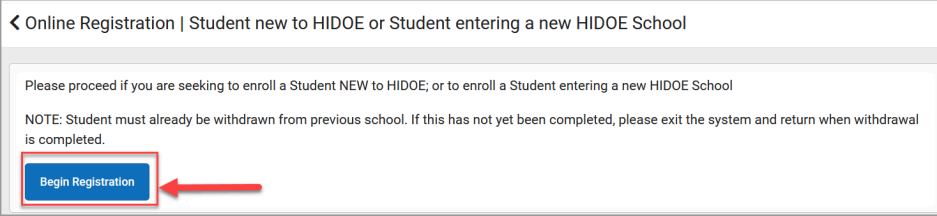
Mandatory Documents you will need to upload (Note: Each uploaded document is limited to 3MB in size):

- 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 ->SIS-10W form. 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 SchoolSite Locator 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.

  o 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
  o 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 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: <u>Online Registration for Parents/Guardians via Kiosk link</u>
Step 2 After clicking the web link, click the **Start New Registration** button and then click the **Next** button. **All required fields will have a red asterisk (*).** If you started a registration previously and have the application number, you can also click Return to Saved Registration.	Infinite Campus English Welcome to the Hawaii Department of Education's (HIDOE) Online Registration (OLR). * ○ Start New Registration ○ Return to Saved Registration **Next**
Step 3 More than one selection may appear in this window. **Review names carefully and choose the correct Registration Year.** **Click** the **Next** button. Read the instructions. Then **click** the **Begin Registration** button.	What are you registering for? * ○ SY 20**xx**-20**xx** Registration ○ SY 20**xx**-20**xx** Registration **Next** < Online Registration | Student new to HIDOE or Student entering a new HIDOE School 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, type your: 1. **First Name** 2. **Last Name** 3**. Date of Birth** 4. **Email Address** If you have/had a child that currently or previously attended a Hawaii Dept. of Education school, select, "Yes" from the **Previously Attended this District** drop down list. This will alert the school that your information exists in the student information system. Enter the letters or numbers that appear in the **CAPTCHA** box in the field provided. Click the **Begin Registration** button.	**Registration Year** SY 20**XX**-20**XX** Registration **Parent/Guardian First Name** * Dad **Parent/Guardian Last Name** * Yamada **Parent Date of Birth (MM/DD/YYYY)** * 01/01/1990 **Email address required to receive notifications for application** user@example.com **Do you have any children in your family that previously attended a Hawaii DOE school?** * No **Please type the letters you see displayed in the image below** * rh8r7 rh8r7 **Begin Registration**
Step 5 The following screen will appear. Make note of the confirmation number. You will need to enter a confirmation number when returning to a saved application or when inquiring at the school. Click the **Confirm** button to continue.	*Infinite Campus* **Online Registration** English Your confirmation number is 2245. Please write this down to assure re-entry into the registration system in case your system becomes disconnected. **Confirm**
Step 6 Confirm your identity by typing your **first** and **last name.** Then click the **Submit** button.	Welcome Mom Doe! Please type in your first and last name in the box below. 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. Mom Doe **Submit**

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.	**Welcome to Online Registration (OLR)** **To submit enrollment applications for New or Transferring* students to the** **Hawaii Department of Education (HIDOE)** *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. **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, contact a community liaison 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. • A valid photo ID for parent/guardian (e.g. drivers license, passport, State ID) • DOWNLOAD AND COMPLETE THE ENROLLMENT FORM BEFORE CONTINUING (SIS10W) Click here for fillable SIS10W form. • Student birth certificate. If from a foreign country the student's passport or student visa is acceptable. • Proof of address You will have an opportunity to upload additional forms such as the Home Language Survey (only required for initial enrollment into HIDOE). Note: Required fields are marked with a red asterisk, and HIDOE will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Do not use hypens, okinas or kahakos. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx. After your application is submitted, the school will contact you with further instructions. Students are required to provide additional forms such as TB clearance, Student Health Record (Form 14), Supplemental Kindergarten Enrollment Form (SKEF). These forms can be turned in to the school office after submitting your Online Registration. For further details, please visit the DOE homepage, "How to Enroll". For questions regarding the registration process, forms, or school-related questions, please contact the school directly. **Mahalo for using HIDOE Online Registration!** **Click the button below to continue:** **CLICK HERE TO BEGIN**
Step 8 The *Student(s) Primary Household -Primary Phone* screen: Enter the 10-digit **Primary Phone Number**. If there is no home phone number, enter the parent/guardian's contact phone number who is most likely to respond to calls from the school. Click the **Next** button.	① Student(s) Primary Household ② Parent/Guardian ③ Student ✓ Primary Phone Primary Phone * (808) 555-1234 Next > Home Address **Save/Continue**
Step 9 The *Student(s) Primary Household -Home Address screen*: Please enter your physical address. Do not use dashes, okina, or kahako.	⊙ Home Address — *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. **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
---	---	---	---	---	---
555		Ohana	St		#5555 | | City *	State *	Zip *	Ext.	County
---	---	---	---	---
Ohana	HAWAII	99999			 Clear Address Fields

Step 10 The 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 Doc** button to upload any additional forms required by your school. Click the **Save/Continue** button.	Click to upload Proof of Residency to prove residence in the district. * Upload Proof of Residency sample test.pdf 32.05 KB Click to upload acceptable forms of ID: drivers license, passport or State ID. * Upload Proof of Identity sample test.pdf 32.05 KB Click to upload additional forms as required by your school. Upload Additional Doc < Previous Next > **Mailing Address** Save/Continue
Step 11 The *Mailing Address screen:* If you have a separate Mailing address, select **Yes**. Input information into the additional address fields. When done click the **Save/Continue** button.	**Mailing Address** Does this household receive mail at a different address? * 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 St,Ave,Blvd,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 "P.O."** Post Office Box / Street Number * / N,S,E,W / Street Name Only * / St, Ave, Blvd, etc. / N,S,E,W / Apartment City * / State * / Zip * / Ext. / County Clear Address Fields < Previous Save/Continue
Step 12 *Add Parent/Guardian Title* screen: Click the **Ok** button to continue.	Add Parent/Guardian Title × Please add any Parent/Guardian including yourself in this area. Ok

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 📅 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: Review and edit the Contact Information. At least **one phone number** must be entered. Click the **Save/Continue** button.	✔ Contact Information At least one Phone Number is required. Enter the contact information and how you'd prefer to receive the different types of messages we will send you. Cell Phone (808)222-2222 Work Phone (___)___-___X_____ Other Phone (___)___-___X_____ Email user@example.com Secondary Email < Previous Cancel Save/Continue Delete
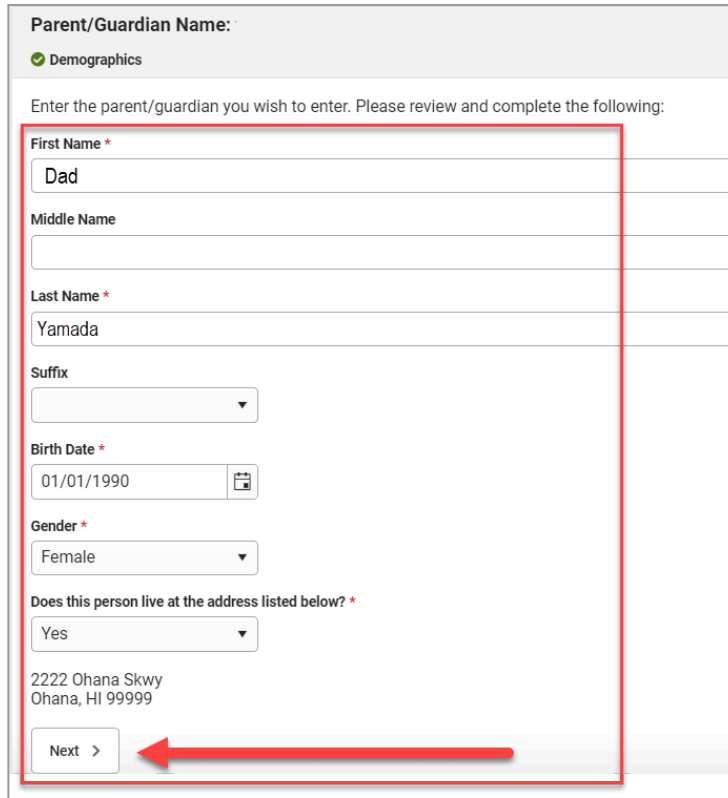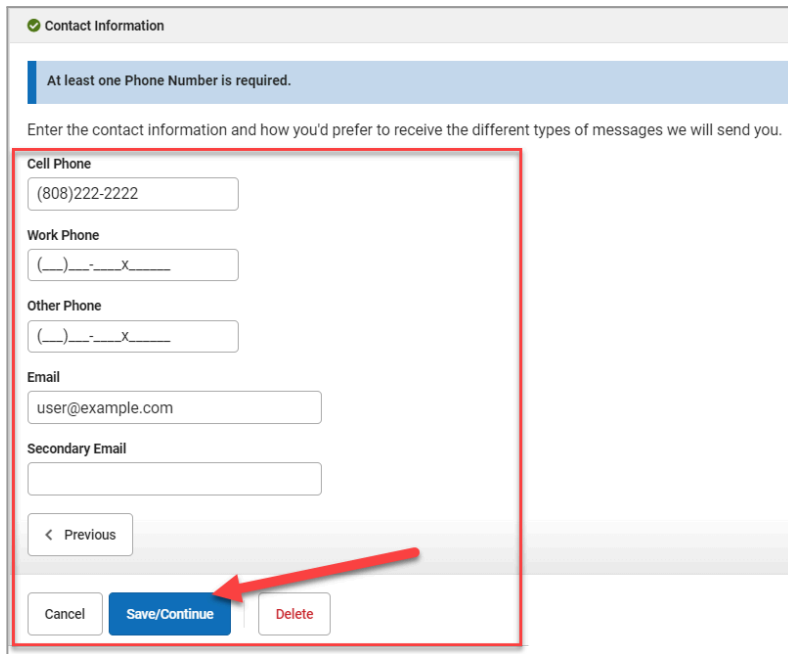
Step 15 *Returns to the Parent/Guardian screen*: To add another Parent/Guardian, click the **Add New Parent/Guardian** button and repeat steps 13 and 14. When all parent/guardian information has been updated, click the **Save/Continue** button.	
Step 16 The *Student screen:* Click the **Add New Student** button.	
Step 17 The *Student -Demographics screen*: Complete the student's information, including the legal name of your child. For Enrollment Grade and Home School, select the grade level and school requested in this application. If you have an approved Geographic Exception (GE) form, select that school as the home school and check the Geographic Exception checkbox.	
Step 18 Upload the student's proof of birth via the **Upload Proof of Birth** button. Upload the student's Enrollment Form (SIS-10W) via the **Upload Enrollment Form** button. Suggestion: Download SIS-10W form and fill out in Adobe instead of opening within the browser. If you have an approved Geographic Exception form or other forms, click the **Upload Additional Document 1 or 2** button as appropriate. Note: Each uploaded document is limited to 3MB in size Click the **Next** button when done.	

Step 19 The *Relationships -Parent/Guardians* screen: Review/Edit the **Relationship, Contact Preferences,** and the **Contact Sequence** for each person. Do NOT select "**No Relationship**" from the Relationship menu. Click the **Next** button.	
Step 20 The *Student Services* screen: Answer the Student Services questions appropriately via the dropdown list. If you answered 'Yes' to having a current IEP or 504 plan, the respective upload button will appear. Upload your child's current IEP or current 504 plan. Note: Each uploaded document is limited to 3MB in size. Click the **Save/Continue** button to continue.	
Step 21 The *Student* completed screen: Click **Add New Student** to enroll another new student and follow instructions above (step 16 to step 21). When done, click **Save/Continue** to continue.	

Step 22 Click the **Application Summary PDF** link. Review all information for accuracy. If there are errors, click "Back" to make your corrections. You may print your Online Registration Summary for your records. If an application is submitted with errors, you will need to contact the school office to make corrections.	
Step 23 Once all information has been verified, **sign** in the box using your mouse, stylus or finger. Click **Submit.**	

Your submission is now complete and available for the school staff to process. Submittal of this Online Registration alerts the school to start the enrollment process.

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 -> How to Enroll on the Hawaii Dept. of Education website. For specific information, please contact the school.

Mahalo for completing the Online Registration Application!