

## Hawaii Department of Education (HIDOE) Online Registration (OLR): Instructions for Parents/Guardians **who have a Parent Portal Account** 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 are a new family to HIDOE and/or do not have a parent portal account, please see instructions on how to use OLR via the online kiosk instead. Also, 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 your child is from a foreign country, the student'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.
  - 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.
  - 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

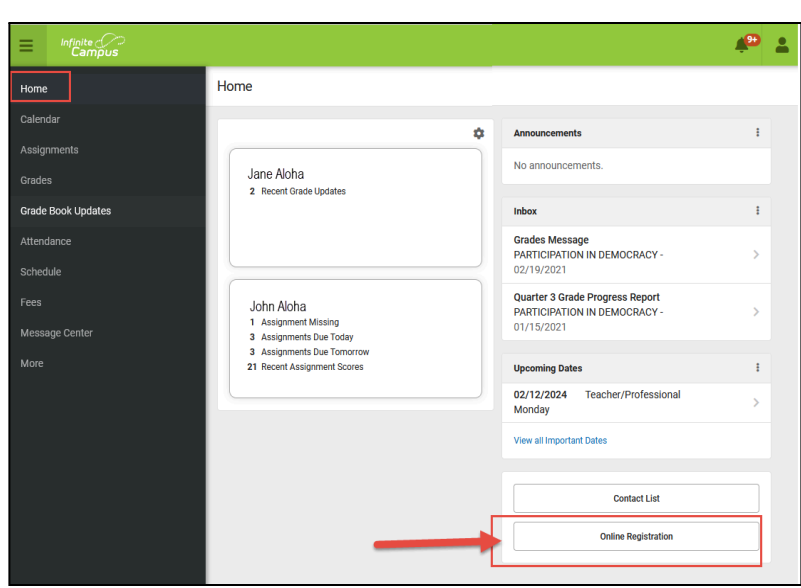
Parents/Guardians will have an opportunity to upload additional forms into the Online Registration such as the MV1 form, Home Language Survey (required only for initial enrollment to HIDEOE) and the Supplemental Kindergarten Enrollment Form (SKEF).

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, [contact a community liaison](#) in your area.

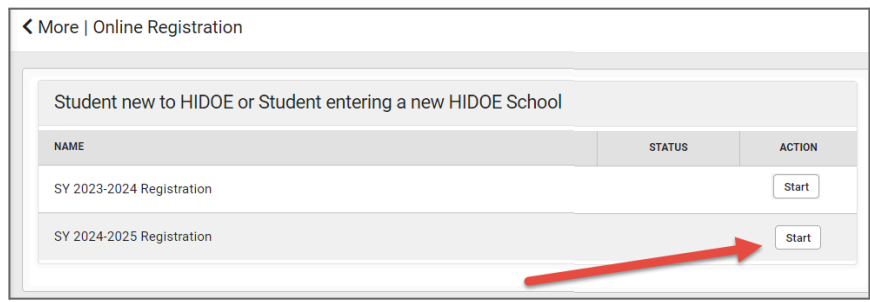
\*\*in a shelter, on the beach/park, in a motel/hotel, in a car, living temporarily with others, inadequate living accommodations e.g. house collapsed/burnt, and/or an unaccompanied youth experiencing any of the aforementioned.

**Action** | **Screen**

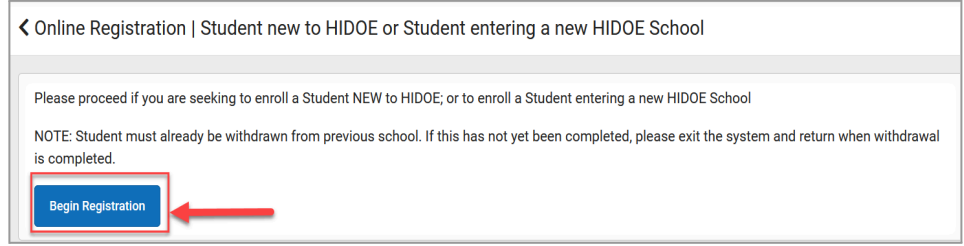
**Step 1**  
If you have HIDEOE Parent Portal access, log into your [Infinite Campus Parent Portal](#).  
Use the "Forgot my Username" or "Forgot my Password" link if needed. Otherwise, please contact your school directly.  
Once logged in, click the **Online Registration link**.



**Step 2**  
More than one selection may appear in this window. **Review names carefully and choose the correct Registration Year.** Click the **Start** button.



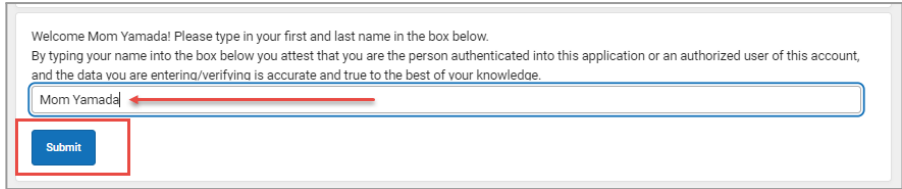
Read the instructions. Then click the **Begin Registration** button.



**Step 3**

Confirm your identity by typing your **first and last name**.

Then click the **Submit** button.



Welcome Mom Yamada! 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.

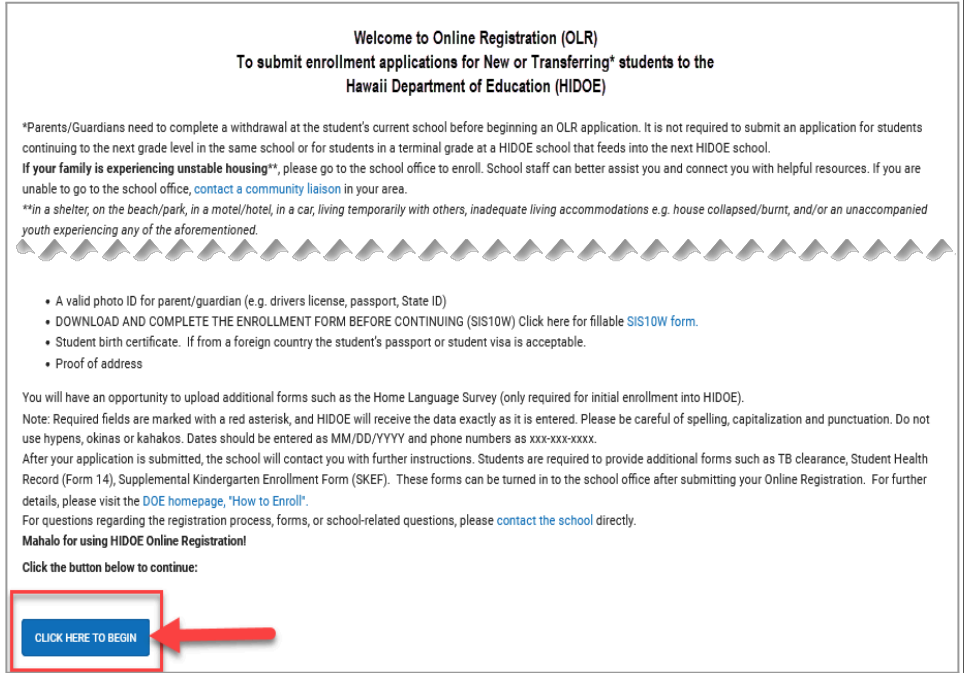
Mom Yamadaj

Submit

**Step 4**

Read the instructions on your 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

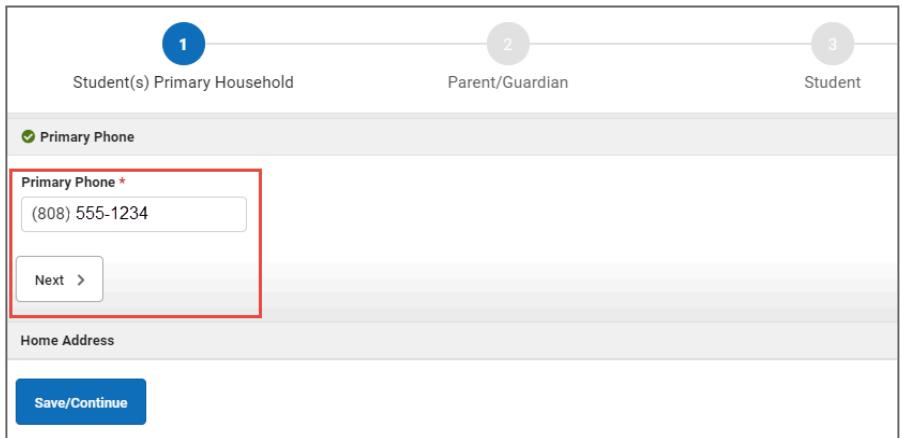
**Step 5**

The *Student(s) Primary Household -Primary Phone* screen:

**All required fields will have a red asterisk (\*).**

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 6

The *Student(s) Primary Household -Home Address* screen:

If you have moved, select NO in the “Is this address current” drop down list. Upon selection, additional address fields will appear.

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.

Home Address

Your address as listed in the portal  
555 Ohana Circle  
Ohana Cty, HI 99999

Is this address current? \*

No

Please enter the date that the mailing address became inactive for this household. \*

month/day/year

\*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,Bldv,etc. field. Please enter addresses without a dash, okina, or kahako.

Street Number \* N,S,E,W

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 >

Save/Continue

### Step 7

The *Parent/Guardian* screen:

If a parent/guardian is marked “Incomplete”, you will need to review and update information for all parents/guardians listed.

Click the **Incomplete** button.

Student(s) Primary Household Parent/Guardian Student Completed

Parent/Guardian

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
Dad	Yamada	M	Existing	INCOMPLETE >
Mom	Yamada	F	Existing	INCOMPLETE >

**Step 8**

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 9**

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 10**

Returns to the Parent/Guardian screen:

If there is another parent/guardian record highlighted, click the **Incomplete** button and repeat steps 8 and 9.

Completed parent/guardian records are no longer highlighted.

To add a Parent/Guardian that is not listed, click the **Add New Parent/Guardian** button and repeat steps 8 and 9.

When completed, click the **Save/Continue** button.

Progress: Student(s) Primary Household (1) | Parent/Guardian (2) | Student (3) | Completed (4)

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
Dad	Yamada	M	Existing	COMPLETED ✓
Mom	Yamada	F	Existing	COMPLETED ✓

Please list all primary Parent/Guardians in this area.

**Step 11**

The Student screen:

Click the **Add New Student** button.

Student

FIRST NAME	LAST NAME	GENDER	SCHOOL	RECORD TYPE	COMPLETED
No records available.					

Please include all students that need to be enrolled.

**Step 12**

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.

Legal First Name \* Yamada

Gender \* Female

Enrollment Grade \* 09

Middle Initial

Birth Date \* 01/01/2010

[Click on this link to find your home school](#)

Home School \* Aiea High School

Has no middle name

Check box if this is a Geographic Exception

Legal Last Name \* Daughter

Suffix

### Step 13

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.

Click to upload acceptable items for Proof of Birth: birth certificate or passport for the student indicated above. \*

Upload Proof of Birth

Sample (1).pdf  
178.88 KB

Click to upload the Enrollment Form (SIS10w) for the student indicated above. \*

Upload Enrollment Form

Sample (1).pdf  
178.88 KB

Click button(s) below to upload additional documents (e.g. Home Language Survey, MV1 form) for the student indicated above.

Upload Additional Document 1

Upload Additional Document 2

Next >

### Step 14

The *Relationships - Parent/Guardians* screen:

Review/Edit the **Relationship, Contact Preferences**, and the **Contact Sequence** for each person. Edit as needed.

Do NOT select **"No Relationship"** from the Relationship menu.

Click the **Next** button.

Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.

NAME	RELATIONSHIP *	GUARDIAN	MAILING	PORTAL	MESSENGER	CONTACT SEQUENCE *
DAD YAMADA	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
MOM YAMADA	Step-Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2

Description of Contact Preferences  
**Guardian** - Marking this checkbox will flag this person as legal guardian to the student.  
**Mailing** - Marking this checkbox will flag this person to receive mailings for the student.  
**Portal** - Marking this checkbox will flag this person as able to receive a parent portal account if enabled by the school.  
**Messenger** - Marking this checkbox will flag this person to receive school email messages from Infinite Campus if used by school.  
**Secondary Household** - Marking this checkbox will indicate that the student has a secondary household membership with this person  
**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a 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.

< Previous Next >

### Step 15

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.

Student Services

Does your student have a current IEP? \*

Yes

Does your student have a current 504 plan? \*

Yes

Student has received EL services? \*

Yes

Click here to upload Current IEP

Sample (1).pdf  
178.88 KB

Click here to upload Current 504 Plan

< Previous

Cancel Save/Continue Delete

### Step 16

The *Student* completed screen:

Click **Add New Student** to enroll another new student and follow instructions above (step 11 to step 15).

When done, click **Save/Continue** to continue.

FIRST NAME	LAST NAME	GENDER	SCHOOL	RECORD TYPE	COMPLETED
Daughter	Yamada	F	Aiea High School	New	COMPLETED

### Step 17

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.

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".

**Online Registration Summary** Page 1 / 1  
Yamada, Daughter | 31836

**Modified By:**  
**Modified Date:**  
**Application End Year: SY 2024-2025**  
**Registration**

**Confirmation Number: # 31836**  
**Application Created By: mom yamada**

Household		Student	
<b>Primary Phone</b> Home Phone: (808)999-9999 practice 2030 starting literal:		<b>Yamada , Daughter</b> <b>Student Number:</b>	<b>Gender: F</b> <b>DOB: 01/20/2006</b>
<b>Home Address</b> From Portal 9999 Ohana St Ohana City, HI 99999-9999 Household has no separate Mailing Address		<b>Relationships</b> Dad Yamada - Father Guardian: true Mailing: true Portal: true Messenger: true Contact Order: 1	
<b>Documents Uploaded:</b> HomeAddress upload Sample (1).pdf Proof of Residency upload Sample (1).pdf		<b>Mom Yamada - Step-Mother</b> Guardian: true Mailing: true Portal: true Messenger: true Contact Order: 2	
<b>Parent/Guardian</b> <b>Yamada , Dad</b> <b>Birthdate: 01/01/1970</b>	<b>Gender: M</b> <b>Household: Yes</b>	<b>Student Services</b> Student has IEP: Yes Student has 504 plan: Yes Student has received ELL services: Yes	
<b>Contact Information</b> Cell: (808)999-9999 Work: (808)888-8888 Other: Email: FAKEEMAIL@FAKEEMAIL.com Secondary Email:		<b>Documents Uploaded:</b> Demographics Sample (1).pdf SIS10W Sample (1).pdf IEP Sample (1).pdf	Birth Certificate SIS10W form Current IEP

### Step 18

Once all information has been verified, **sign** in the box using your mouse, stylus or finger.

Click **Submit**.

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".



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!**