

REGISTRATION FOR ALL INCOMING STUDENTS COMING INTO THE PUBLIC SCHOOL SYSTEM

REQUIRED AT THE TIME OF REGISTRATION (copies will be made at the office):

You will be given a Student Enrollment Form to complete. Be sure to sign and date the forms and provide us with the following documents:

Parent/guardian's ID with photo (driver's license, state ID, passport, VISA)

Child's ORIGINAL birth certificate if the child was born in the US or if the child's parents are US citizens and the child was born outside of the US, the birth certificate will be accepted. A passport/VISA is accepted only from students that were born in a foreign country and neither parent is a US citizen.

Proof of address (rental/lease agreement, any utility bill--electric, water, cable, gas, phone bill). If you live with another person or family and you cannot provide us with proof of address with your name and physical address, you will need to complete a form and have it notarized by a notary public. When you receive the form notarized, bring that form back to the school with a proof of address listed above with the person/people that you are living with.

Legal/court document(s) if it applies:

Custody, restraining order, name change, adoption, power of attorney, guardianship

Previous school record (for incoming grades 1 thru 5): current report card, test scores, IEP, attendance, and/or any confidential/academic records.

For students transferring from another public school, a release packet is needed. Please be sure that you have informed your child's school that you are releasing your child.

FOR NEW KINDERGARTEN STUDENTS: provide us with a self-addressed envelope and affix postage of 70 cents.

HEALTH/MEDICAL RECORDS

Physical Examination. A physical examination and the Form 14 must be completed by a US licensed physician, APRN, or PA

Immunizations/shot records: must meet the State of Hawaii requirements

Tuberculosis (TB) Clearance: must be done in the United States and no more than a year from the first date of entering school. For more information regarding TB clearance requirements for school attendance, please visit health.hawaii.gov/tb or call (808) 832-5731.

MEAL ACCOUNT

Please deposit a minimum of \$25.00 per child at the time of registration. You will be given information on when and how to apply for free and reduced priced meals sometime in July.