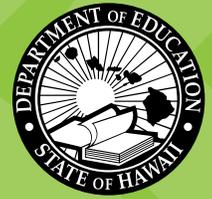


PARENT/GUARDIAN INSTRUCTIONS

Infinite Campus Online Registration



Online Registration for Students NEW* to the Hawai'i State Department of Education (HIDOE) for the School Year 2020-2021

You will need to submit a separate application for each school to which you are applying.

To complete the online registration 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 contact your school for other options to enroll.

- A valid photo ID of the parent/guardian enrolling the child (e.g., driver's license, passport, state ID)
- Completed Enrollment Form (SIS10W) for each child you are enrolling. Download form [here](#).
- Student birth certificate. If your child is from a foreign country, the student's passport or student visa is acceptable.
- Proof of address.

*New students are children who will be attending a HIDOE school for the first-time during school year 2020-21. (e.g., entering Kindergarten, transferring from a private school or out-of-state school)

For assistance in using online registration, parents and guardians may contact the Hawaii State Department of Education Online Registration Help Line at (808) 564-6070.

For questions regarding the registration process, forms, or school-related questions, please contact the school directly.

Action

Screenshot

Action	Screenshot
<p>Step 1</p> <p>Log into the Infinite Campus Online Registration using the link below: Online Registration for Parents/Guardians</p>	
<p>Step 2</p> <p>After clicking the web link, click the Start New Registration button.</p> <p>All required fields will have a red asterisk (*)</p>	
<p>Step 3</p> <p>As the Parent/Guardian completing this registration, type your:</p> <ol style="list-style-type: none"> 1. First Name 2. Last Name 3. Date of Birth 4. Email Address <p>Only if you have/had a child that currently or previously attended a Hawai'i DOE school, check the box Previously Attended this District. This will alert the school that your information exists in the student information system</p> <p>Enter the letters or numbers that appear in the CAPTCHA box in the field provided.</p> <p>Click the Begin Registration button.</p>	

Action

Screenshot

Step 4

The following screen will appear. **Please 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.

When done, click the **Confirm** button to continue.

Note

Your confirmation number is 52. Please write this down to assure re-entry into the registration system in case your system becomes disconnected.

Confirm

Step 5

The *authorization screen* will appear. Confirm your identity by typing your **First and Last Name**. Then click the **Submit** button.

Welcome Crown Aloha! 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.

Submit

Step 6

Please review the instruction screen and gather the documents requested. [Download](#) and complete the fillable SIS10W form.

Click the button **CLICK HERE TO BEGIN**.

Infinite Campus Online Registration

Application Number 324

Welcome to HIDOE Online Registration (OLR) for school year 2020-2021 for NEW Students to the Hawaii Department of Education (HIDOE)!

In order to complete the Online Registration for your child, you will need to upload the following mandatory documents. If you are unable to do so, you cannot use this method to enroll your child. Please contact the school near your area directly.

- A valid photo ID for parent/guardian (e.g. driver's 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.

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.

Click here for to view OLR Instructions for Parents(add link to pdf).

After your application is submitted, the school will contact you with further instructions. Students are required to provide additional health forms such as TB clearance and Student Health Record, form 14. 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".

If you need assistance, please call the school office during business hours.

Mahalo for using HIDOE Online Registration!

CLICK HERE TO BEGIN

Step 7

The *Student(s) Primary Household - Primary Phone* screen will appear.

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.

Infinite Campus Online Registration

* Indicates a required field

Student(s) Primary Household Parent/Guardian Student Completed

Primary Phone

Primary Phone () - - *

Next

Home Address

Save/Continue

Action

Screenshot

Step 8

The *Student(s) Primary Household - Home Address* screen will appear.

Please enter your physical address. Do not use dashes, okinas, or kahakos.

Campus Online Registration

* Indicates a required field

▼ Student(s) Primary Household | Parent/Guardian | Student | Completed

Primary Phone

▼ 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 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 Street Name Only St, Ave, Bldv, etc. N,S,E,W Apartment

City State Zip Ext. County

Clear Address Fields

Step 9

The Proof of Residency and Proof of Identity documents are mandatory.

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, passport, State ID)

Optional: Click the **Upload Additional Doc** button to upload any additional forms required by your school.

When done click the **Save/Continue** button.

Please upload Proof of Residency to prove residence in the district.*

Upload Proof of Residency

Acceptable forms of ID are drivers license, passport or State ID*

Upload Proof of Identity

Upload Additional Forms As Required By Your School

Upload Additional Doc

Previous

Save/Continue

Step 10

The following screen will appear.
Click the **Ok** button to continue.

Add Parent/Guardian Title

Please add any Parent/Guardian including yourself in this area.

Ok

Step 11

Enter Parent/Guardian information.
If the Parent/Guardian does NOT live with the student, uncheck the **Please check this box if this person lives at the same address as the student** checkbox.
Click the **Next** button.

Infinite Campus Online Registration

Application Number 30

* Indicates a required field

Student(s) Primary Household | Parent/Guardian | Student | Completed

Parent/Guardian Name: Crown Aloha

▼ Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name Crown

Middle Name

Last Name Aloha

Suffix

Gender

Please check this box if this person lives at the address listed below.

1111 Disney Ave
Kapolei, HI 96707

Next

Action

Screenshot

Step 12

The *Contact Information* screen will appear.

Enter at least **one phone number**.

Enter an email address or select **Has No Email** checkbox.

When done, 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 () - -

Work Phone () - - x

Other Phone () - - x

Email *

or

Has no e-mail

Secondary Email

◀ Previous

Cancel Save/Continue

Step 13

The completed *Parent/Guardian* screen will appear.

To add another Parent/Guardian click the **Add New Parent/Guardian** button and repeat steps 11 and 12.

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

Infinite Campus Online Registration

Application Number 30

* Indicates a required field

✓ Student(s) Primary Household ▼ Parent/Guardian Student Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	
Crown	Aloha	F	✓	Edit/Review

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue

Step 14

The *Student* screen will appear.

Click the **Add New Student** button to continue.

Infinite Campus Online Registration

Application Number 55

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Student Completed

Student

First Name	Last Name	Gender	School	Completed
------------	-----------	--------	--------	-----------

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Student

Back

Action

Screenshot

Step 18

The following *Student Services* screen will appear.

Please answer the three questions appropriately via the dropdown list.

If you answered Yes to having a current IEP or 504 plan, the respective upload button will appear giving you the option to upload the students current IEP or current 504 plan

Click the **Save/Continue** button to continue.

Please be patient, it may take a while to upload documents.

▼ Student Services

Does your student have a current IEP? Yes ▼*

Does your student have a current 504 plan? Yes ▼*

Has your child ever received English as a Second Language (ESL/ELL) services? ▼*

Click here to upload Current IEP

Click here to upload Current 504 Plan

◀ Previous

Delete Cancel Save/Continue

Step 19

The following Student completed screen will appear.

Click **Add New Student** to enroll another new student and follow instructions above (step 15 to step 19).

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

Progress: Student(s) Primary Household Parent/Guardian Student Completed

Student

First Name	Last Name	Gender	School	Completed
		M	Aloha Elementary School	✓

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Student

Back Save/Continue

Step 20

Click the **Application Summary PDF** link. Review all information for accuracy. If there are errors, click "Back" to make your corrections.

Once all information has been verified, click **Submit**.

If an application is submitted with errors, you will need to contact the school office to make corrections.

You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

Application Summary PDF

Step 21

You may print your *Online Registration Summary* for your records.

Online Registration Summary Page 1 / 1 30

Modified By: Confirmation Number: # 30
Modified Date: Application Created By: crown aloha
Application End Year: 2021

Household

Primary Phone
Home Phone: (111)111-1111

Home Address
1111 Disney
Kapolei, HI 96707
Household has no separate Mailing Address

Documents Uploaded:
HomeAddress Utility Bill.jpg Proof of Residency

Parent/Guardian
Aloha, Crown Gender: F
Birthdate: Household: Yes

Contact Information
Cell: (808)111-1111
Work:
Other: caloha@email.com
Secondary Email:

Student
Aloha, Daisy Gender: F DOB: 08/25/2014

Demographics
Enrollment Grade: 10
Home School: Hilo High School

Relationships
Crown Aloha - Mother

Action

Screenshot

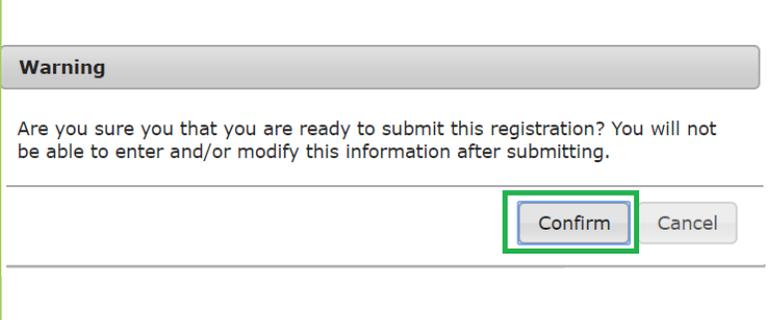
Step 22

The following *Warning message* will appear.

When you are ready to submit the registration click the **Confirm** button.

Once clicked, you will not be able to change any information.

You will need to contact the school to make changes.



A warning dialog box with a grey header bar containing the word "Warning". Below the header, the text reads: "Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting." At the bottom right, there are two buttons: "Confirm" (highlighted with a green border) and "Cancel".

Step 23

Your submission is now complete and available for the school staff to process.

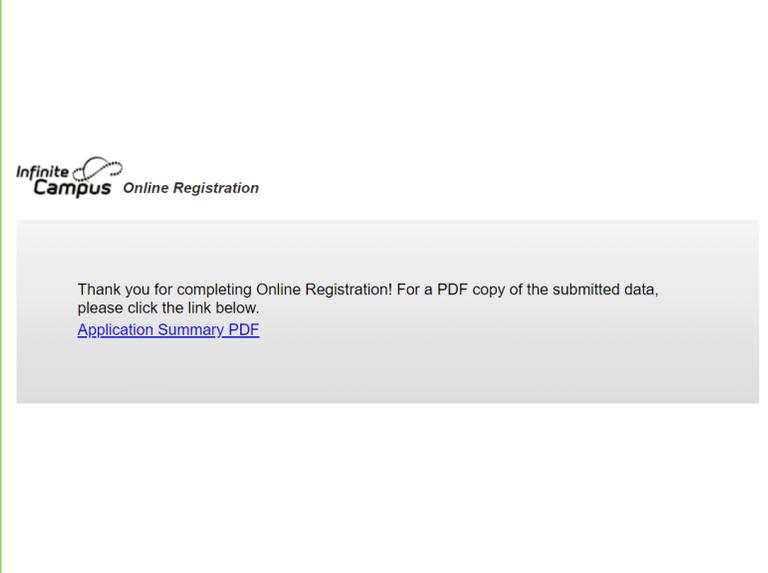
Submittal of this Online Registration, alerts the school to start the enrollment process.

A confirmation email will be sent to the email address you indicated.

Your school will require additional documents and forms such as student health forms, Application for Student to Ride School Bus, etc.

Please refer to the following link -> [How to Enroll](#) on the Hawaii DOE website.

For specific information, please contact the school.



The screenshot shows the "Infinite Campus Online Registration" logo at the top. Below the logo, a grey box contains the text: "Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below." followed by a blue hyperlink: [Application Summary PDF](#).

Mahalo for completing the online registration for new student enrollment!

