Hawaii Department of Education (HIDOE) Online Registration (OLR):
Instructions for Parents/Guardians (who have No Portal Account)
New Or Transferring* Students School Year 2021-2022

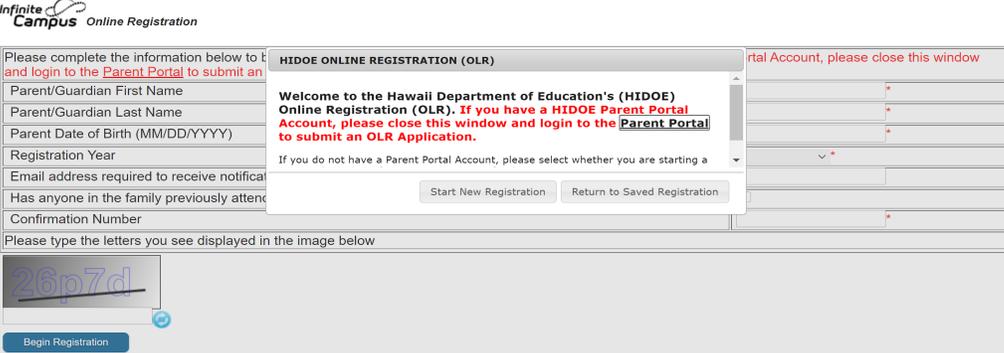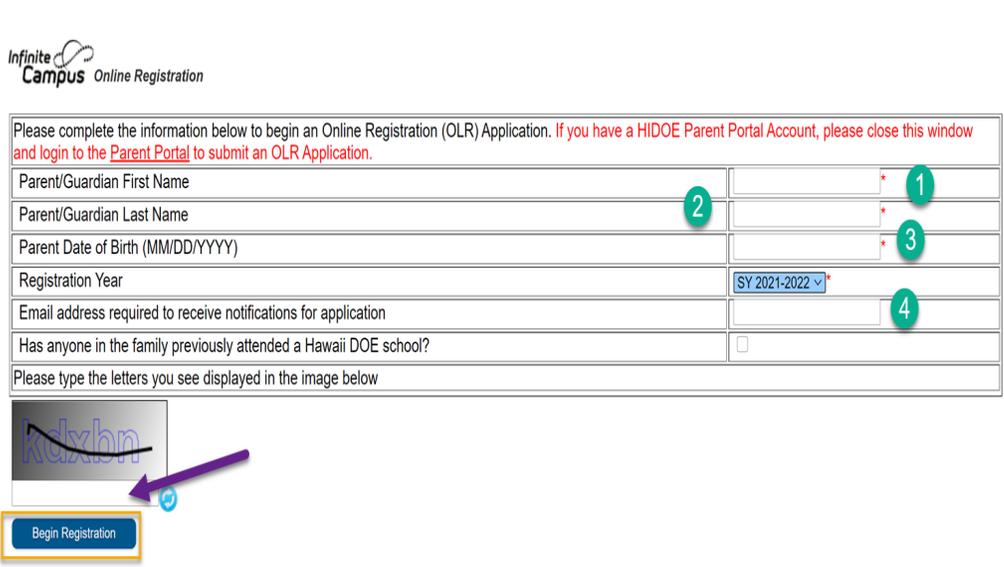*Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR application. It is not required to submit an application for students continuing to the next grade level in the same school or for students in a terminal grade at a HIDOE school that feeds into the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

NOTE: If you have a Parent Portal account, please see instructions on how to use OLR via Parent Portal instead.

Before you begin you will need to be able to **Upload** the following Mandatory documents. If you cannot upload the documents please take these documents and SIS-10W form to the School in your area that you wish to enroll the child for assistance in enrollment. If you are unable to upload any of the mandatory documents, you **CANNOT** use this method to enroll your child. **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) users can download available from the following link ->SIS-10W form. Users will need to complete a SIS-10W form 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 by the parent or legal guardian that the child resides at an address within the school's attendance boundary. (Link to our SchoolSite Locator to see school district boundaries and explore school locations.) Preferred documentation to establish proof of residence includes the following (at least one 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

Action	Screen shot
Step 1	Log into the Infinite Campus Online Registration using the link below: [Online Registration for Parents/Guardians](#)
Step 2 After clicking the web link, click the **Start New Registration** button. **All required fields will have a red asterisk (*)**	
Step 3 As the Parent/Guardian completing this registration, type your: 1. **First Name** 2. **Last Name** 3. **Date of Birth** 4. **Email Address** Only if you have/had a child that currently or previously attended a Hawaii Dept. of Education school, check the box **Previously Attended this District**. 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.	
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.	

Step 5 The *authorization screen* will appear. Confirm your identity by typing your **First** and **Last Name.** Then click the **Submit** button.	**Infinite Campus** *Online Registration* *Application Number 6913* Welcome Daffy Duck! 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. Daffy Duck Submit
Step 6 Please review the instruction screen and gather the documents requested. Complete the fillable SIS-10W form by clicking on SIS-10W form. Click the button **CLICK HERE TO BEGIN**.	**Welcome to Online Registration (OLR)** **To submit enrollment applications for students to the Hawaii Department of Education (HIDOE)** **Caution Before Proceeding:** **Parent(s)/Guardian(s) who have a HIDOE Parent Portal Account should access OLR via the Parent Portal.** If you have an active Parent Portal account and did not access this page from Parent Portal, please close this window and login to the HIDOE Parent Portal to proceed. **Instructions:** In order to complete the Online Registration enrollment application 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. 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. 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 to view OLR Instructions for Parents. 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* *Application Number 6913* *Indicates a required field ▼ **Student(s) Primary Household** ○ Parent/Guardian ○ Student ○ Completed ▼ Primary Phone Primary Phone ( ) - * Next ▶ ▶ Home Address ▶ Mailing Address Save/Continue
Step 8 The *Student(s) Primary Household - Home Address screen* will appear. Please enter your physical address. Do not use dashes, okina, or kahako.	*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 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 City State Zip Ext. County Clear Address Fields ┌ Click on your address if it appears in box Your address as entered above

Step 9 The Proof of Residency and Proof of Identity documents are mandatory. **(Note: Each uploaded document is limited to 3MB in size)** 1. Click the **Upload Proof of Residency** button and upload your document. 2. Click the **Upload Proof of Identity** button to upload a valid photo ID for parent/guardian (e.g., drivers license, passport, State ID) 3. Optional: Click the **Upload Additional Doc** button to upload any additional forms required by your school.	Please upload Proof of Residency to prove residence in the district.* Upload Proof of Residency ① Acceptable forms of ID are drivers license, passport or State ID* Upload Proof of Identity ② Upload Additional Forms As Required By Your School Upload Additional Doc ③ ◀ Previous Next ▶
Step 10 If you have a separate Mailing, address please uncheck the box. Otherwise, Keep the box checked. When done click the **Save/Continue** button.	▼ **Mailing Address** Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save". 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. ☑ The household has no separate Mailing Address ◀ Previous Save/Continue
Step 11 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 12 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.	 *Indicates a required field ✓ Student(s) Primary Household ▼ Parent/Guardian Student Completed **Parent/Guardian Name: Daffy Duck** ▼ Demographics Enter the parent/guardian you wish to enter. Please review and complete the following: First Name Daffy * Middle Name Last Name Duck * Suffix Birth Date 06/03/1986 * Gender Male * ☑ Please check this box if this person lives at the address listed below. 461 Kaipiha St Kailua, HI 96734 Next ▸
Step 13 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 (808) 222 - 3200 ① Work Phone (808) 565 - 5000 x ② Other Phone ( ) - x Email * ddquack@gmail.com ③ or Has no e-mail ☐ Secondary Email ◂ Previous Cancel Save/Continue
Step 14 The completed Parent/Guardian screen will appear. To add another Parent/Guardian click the **Add New Parent/Guardian** button and repeat steps 11 and 13. When done, click the **Save/Continue** button.	 *Indicates a required field ✓ Student(s) Primary Household ▼ Parent/Guardian Student Completed Parent/Guardian | First Name	Last Name	Gender	Completed	
---	---	---	---	---
Daffy	Duck	M	✓	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 15	
The *Student screen* will appear.	
Click the **Add New Student** button to continue.	

Step 16	
The *Student - Demographics screen* will appear. Complete the student's information. Choose the enrollment grade using the dropdown list. Choose the student's Home school using the dropdown list. If you have an approved Geographic Exception (GE) form, select that school as the home school and check the Geographic Exception checkbox.	
Upload your child's proof of birth via the **Upload Proof of Birth** button. Upload the student's Enrollment Form (SIS-10W) via the **Click here to upload the Enrollment Form** button. **(Suggestion: Download SIS-10W form and fill out in Adobe instead of opening within the browser).** The Enrollment Form is for the student you are currently entering. If you have an approved Geographic Exception form, upload it via the **Click here to upload the GE** button. **(Note: Each uploaded document is limited to 3MB in size)**	
Click the **Next** button when done.	

Step 17

The *Relationships - Parent/Guardians* screen will appear.

Select the **Relationship** of the guardian from the dropdown list.

Select the **Contact Preferences** for this person.

Enter the **Contact Sequence** for this person.

Do NOT check the **No Relationship** checkbox.

When done, click the **Next** button.

Relationships - Parent/Guardians

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

Name	Relationship* ①	Guardian	Mailing	Portal	Messenger	Contact Sequence* ②	or	No Relationship
Daffy Duck	⌄	☑	☑	☑	☑	⌄	|	☐
Daisy Duck	⌄	☑	☑	☑	☑	⌄	|	☐

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 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 ▶ ③

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
(Note: Each uploaded document is limited to 3MB in size)

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 ⌄ *
Student has received EL services?   Yes ⌄ *

Click here to upload Current IEP

Click here to upload Current 504 Plan

◀ Previous

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.	*Application Number 6913* *Infinite Campus Online Registration* * Indicates a required field ✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Student ⬤ Completed **Student** | First Name	Last Name	Gender	School	Completed	
---	---	---	---	---	---
Donald	Duck	M	OLR Elem	✓	Edit/Review	 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 is verified, click **Submit.** **NOTE**: If an application was submitted with errors, the user will need to contact the school office to make corrections.	*Application Number 6913* *Infinite Campus Online Registration* * Indicates a required field ✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Student ▼ Completed Click the "Application Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit". Submit You must submit your application by clicking the SUBMIT button. An email notification will be sent to you. Thank you. Back Application Summary PDF
Step 21 You may print your Online Registration Summary for your records.	**Online Registration Summary** Page 1 / 1 Duck, Donald D | 6913 **Modified By:** **Modified Date:** **Application End Year:** 2022 **Confirmation Number: # 6913** **Application Created By: Daffy Duck** **Household** **Primary Phone** Home Phone: (808)222-3214 **Home Address** 461 Kaipiha St Kailua, HI 96734 Household has no separate Mailing Address **Documents Uploaded:** HomeAddress Services Proof of Residency Plan.Rev03-11.doc PhotoID image003.png A valid photo ID **Parent/Guardian** **Duck , Daffy** **Gender: M** **Birthdate: 06/03/1986** **Household: Yes** **Contact Information** Cell: (808)222-3200 Work: (808)565-5000 Other: Email: ddquack@gmail.com Secondary Email: **Parent/Guardian** **Duck , Daisy M** **Gender: F** **Birthdate: 11/04/1972** **Household: Yes** **Contact Information** Cell: (808)222-4321 Work: (808)560-0888 Other: Email: DDquack@gmail.com Secondary Email: **Student** **Duck , Donald D** **Gender: M** DOB: **Student Number:** 10/01/2015 **Demographics** Enrollment Grade: K Home School: OLR Elem GE starting literal: No **Student** **Duck , Donald D** **Gender: M** DOB: 10/01/2015 **Student Number:** **Relationships** Daffy Duck - Father Guardian: true Mailing: true Portal: true Messenger: true Contact Order: 1 Daisy Duck - Mother Guardian: true Mailing: true Portal: true Messenger: true Contact Order: 2 **Student Services** Student has IEP: Yes Student has 504 plan: Yes Student has received ELL services: Yes **Documents Uploaded:** Demographics 15 IF.pdf Birth Certificate SIS10W Tracking - Submissions SIS10W form Remits - HI.xlsx

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.	**Warning** 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. Confirm 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. You print your Application Summary by clicking the **Application Summary PDF** link. 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, etc. Please refer to the following link -> How to Enroll on the Hawaii Dept. of Education website. For specific information, please contact the school.	*Infinite Campus* Online Registration *Application Number 6913* Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below. Application Summary PDF

Mahalo for completing the Online Registration Application!