Hawaii Department of Education (HIDOE) Online Registration (OLR): Instructions for Parents/Guardians (who have a Parent Portal Account) New or Transferring* Students School Year 2021-2022

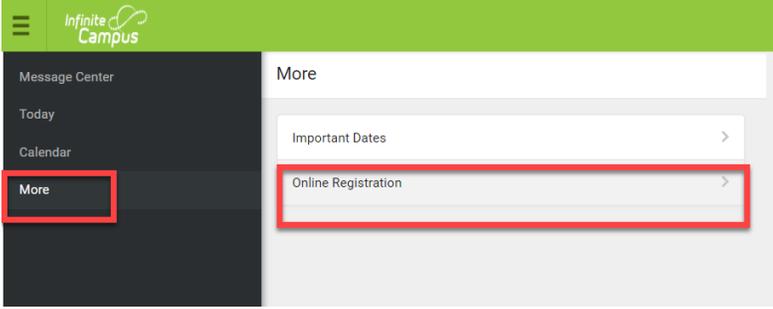*Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR application. It is not required to submit an application for students continuing to the next grade level in the same school or for students in a terminal grade at a HIDOE school that feeds into the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

NOTE: If you are a <u>new family to HIDOE and/or do not have a parent portal account</u>, please see instructions on how to use OLR via the online kiosk instead.

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. **For any questions regarding enrollment, please contact the school directly.**

<u>Mandatory Documents you will need to upload</u> (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):

    - 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

	Action	Screen shot
Step 1	If you have HIDOE Parent Portal access, log into your Infinite Campus Parent Portal. You can use the "Forgot my Username" or "Forgot my Password" link if needed. Otherwise, please contact school directly. Once logged in, click "More." Then click "Online Registration."	
Step 2	Choose the correct Registration Year. Click the **Begin Registration** button. Type your name in the box to attest you are the person authenticated into this application. Click the **Submit** button.	
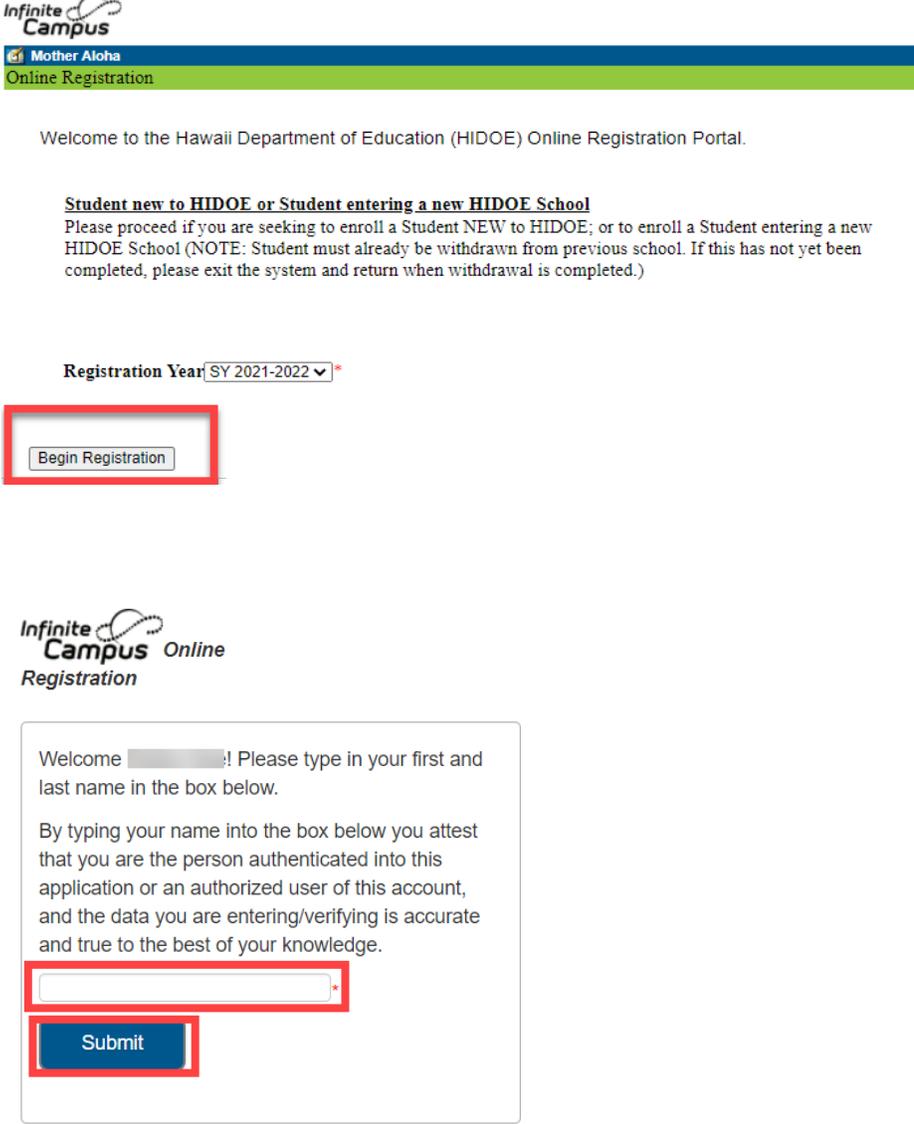
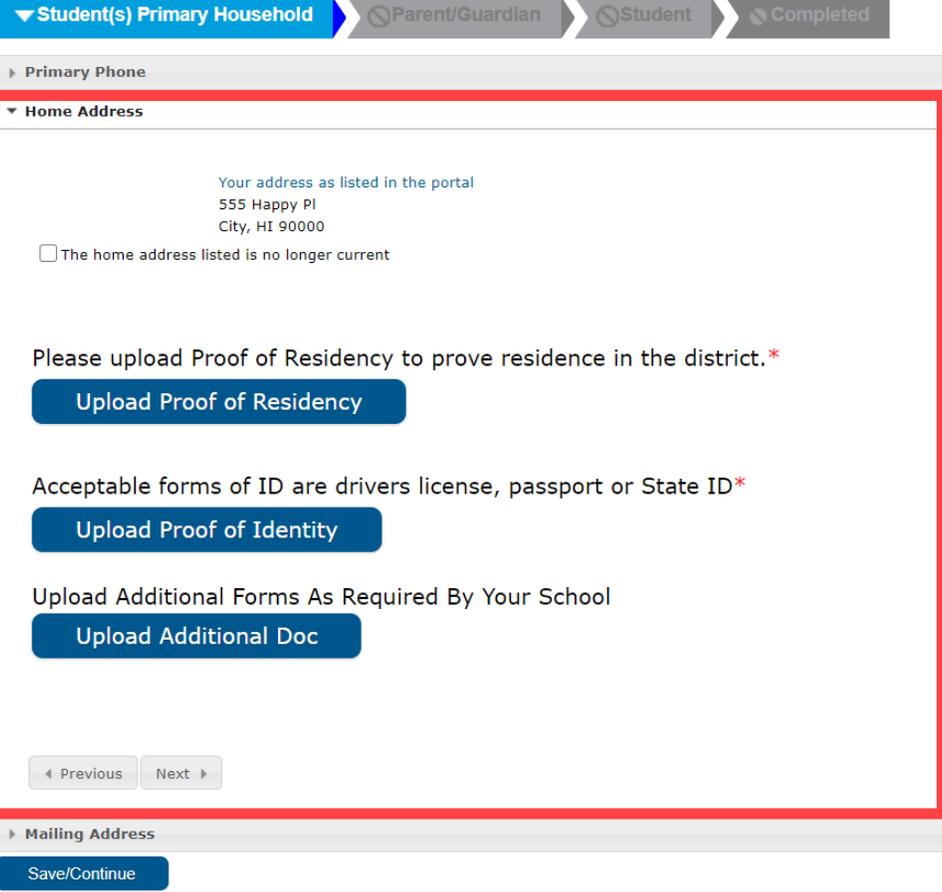|		
Step 3	Read the instructions and have applicable documents ready to upload. Click the **Click Here to Begin** button.	*Infinite* **Campus** Online Registration *Application Number 6906* **Welcome to Online Registration (OLR)** **To submit enrollment applications for students to the Hawaii Department 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 4	The *Student(s) Primary Household - Primary Phone screen* will appear. Data fields marked with a red asterisk* are required fields for inputting. 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 6906 *Indicates a required field ▼ Student(s) Primary Household ⊘Parent/Guardian ⊘Student ⊘Completed ▼ Primary Phone Primary Phone (808) 333 - 3333 * Next ▶ ▶ Home Address ▶ Mailing Address Save/Continue
Step 5	The *Student(s) Primary Household* - Review your Home Address. If you have moved, check the box **"The home address listed is no longer current".** Upon checking the box, additional address fields will appear. The Proof of Residency 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 **Next** button.	▼ Student(s) Primary Household ⊘Parent/Guardian ⊘Student ⊘Completed ▶ Primary Phone ▼ Home Address Your address as listed in the portal 555 Happy Pl City, HI 90000 ☐ The home address listed is no longer current 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 Next ▶ ▶ Mailing Address Save/Continue

Step 6	The *Student(s) Primary Household - Mailing Address screen* will appear. If you have a separate Mailing, address please uncheck the box. Otherwise, Keep the box checked. Click **Save/Continue.**	▸ Primary Phone ▸ Home Address ▾ 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 7	The *Parent/Guardian screen* will appear. You will need to review information for all parents/guardians listed. Click the **Edit/Review** button.	✓ Student(s) Primary Household ▾ Parent/Guardian ⊘ Student ⊘ Completed Parent/Guardian <table><tr><td>First Name</td><td>Last Name</td><td>Gender</td><td>Completed</td><td>Record Type</td><td></td></tr><tr><td>Father</td><td>Doe</td><td>M</td><td></td><td>Existing</td><td>Edit/Review</td></tr><tr><td>Mother</td><td>Doe</td><td>F</td><td></td><td>Existing</td><td>Edit/Review</td></tr></table> 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 8	The *Parent/Guardian –Demographics screen* will appear. Review and edit the Parent/Guardian information. If the Parent/Guardian does NOT live with the student, uncheck the box. **Please leave this box checked if this person lives at the same address as the student.** Click the **Next** button.	
Step 9	*The Parent/Guardian -Contact Information* screen will appear. Review and edit the Contact Information. At least **one phone number** must be entered. Input an email address or select **Has No Email** checkbox. Click the **Save/Continue** button.	

Step 10	*The Parent/Guardian screen* will appear. The completed parent/guardian record is no longer highlighted. If there is another parent/guardian record highlighted, click the **Edit/**Review button and repeat steps 8 and 9. To add a Parent/Guardian that is not listed, click the **Add New Parent/Guardian** button and repeat steps 8 and 9. When all parent/guardian information has been updated, click the **Save/Continue** button.	
Step 11	The *Student screen* will appear. Click the **Add New Student** button.	
Step 12	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.	

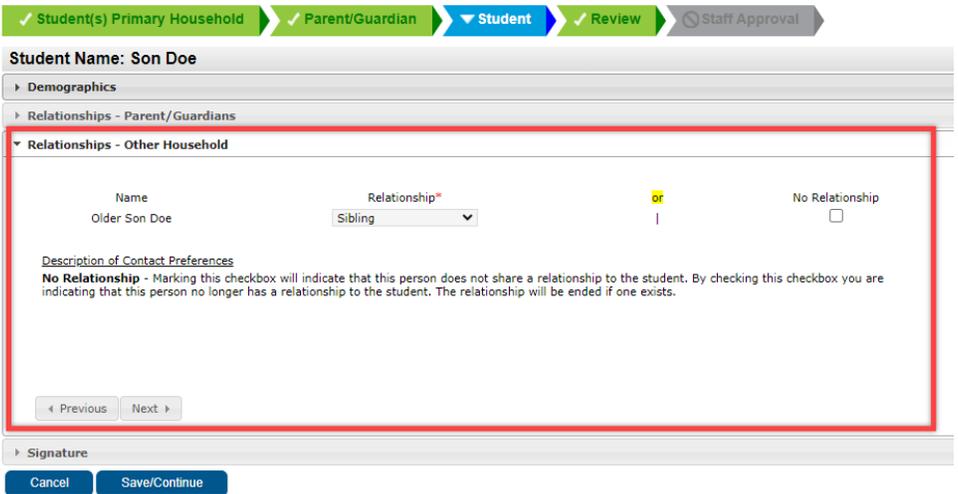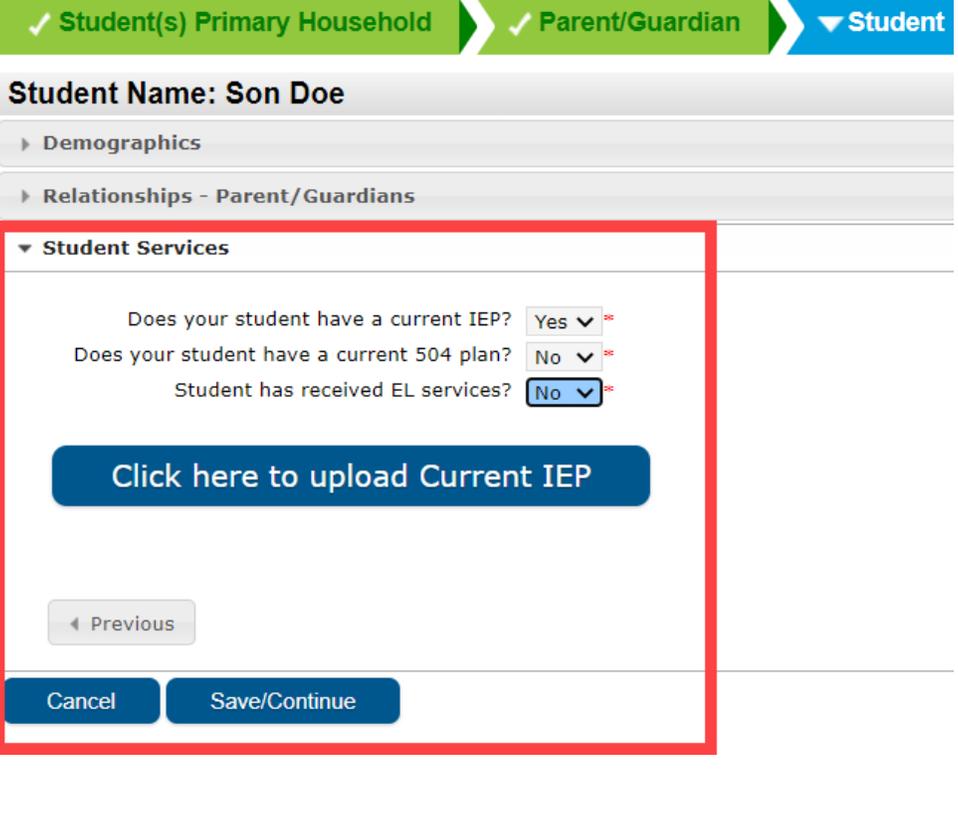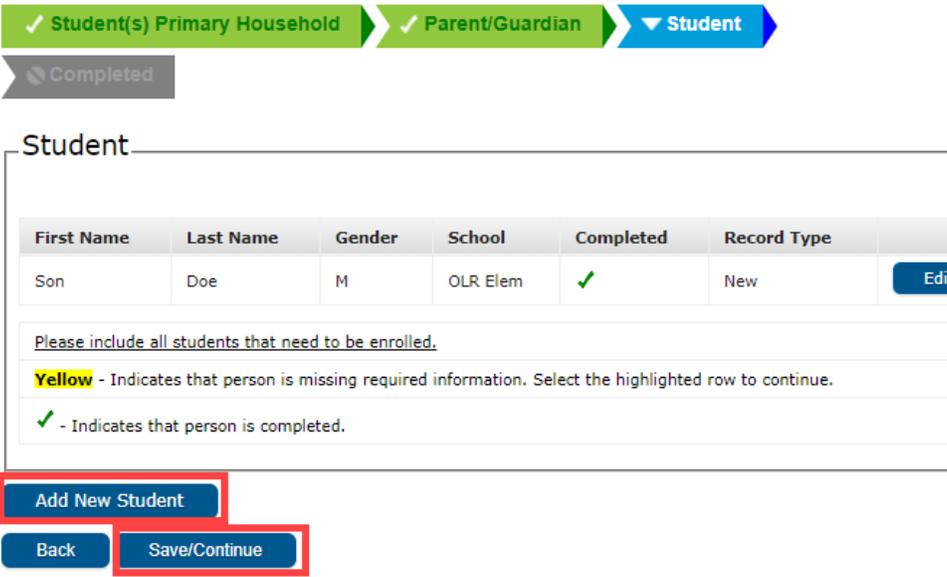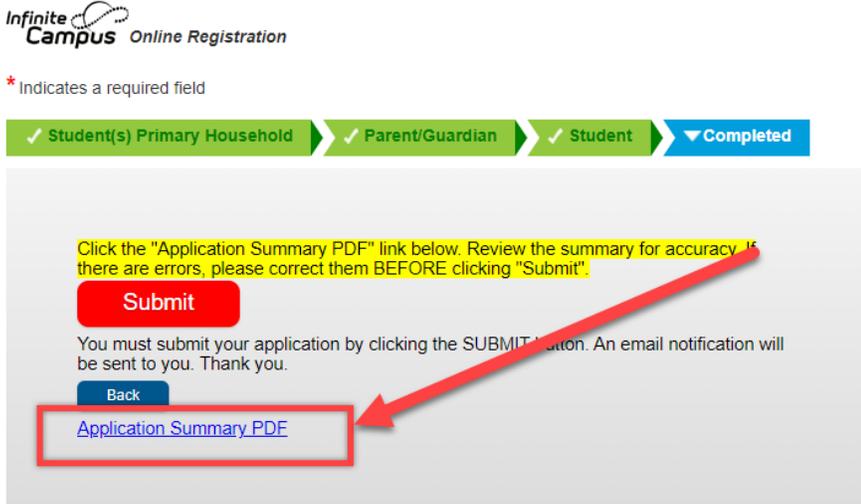|		
	If you have an approved Geographic Exception (GE) form, select that school as the home school and check the Geographic Exception checkbox. Upload your child's proof of birth via the **Upload Proof of Birth** button. Upload the student's Enrollment Form (SIS-10W) via the **Click here to upload the 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 GE** button. **(Note: Each uploaded document is limited to 3MB in size)** Click the **Next** button when done.	✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Student Completed **Student Name:** ▼ Demographics There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter names without a dash, okina, or kahako. Legal First Name [_____]* Gender [____]* Enrollment Grade [____]* Middle Initial [_____] Birth Date [_____]* Click on this link to find your home school or Has no middle name ☐ Home School* [____] Legal Last Name [_____]* ☐ Check box if this is a Geographic Exception Suffix [____] Acceptable items for proof of birth: birth certificate or passport* [**Upload Proof of Birth**] Please upload the Enrollment Form (SIS10w) for the student indicated above.* [**Click here to upload Enrollment Form**] [Next ▶] ▸ Relationships - Parent/Guardians ▸ Student Services [Cancel] [Save/Continue]
Step 13	The *Relationships - Parent/Guardians* screen will appear. Review the **Relationship** and the **Contact Sequence** for each person. Edit as needed. Do NOT check the **No Relationship** checkbox. Click the **Next** button.	✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Student ✓ Review Staff Approval **Student Name: Son Doe** ▸ Demographics ▼ Relationships - Parent/Guardians At least one person must be marked as 'Guardian'.* | Name	Relationship*	Guardian	Mailing	Portal	Messenger	Contact Sequence*	or	No Relationship
---	---	---	---	---	---	---	---	---
Mother Doe	Mother	☑	☑	☑	☑	1		☐
Father Doe	Father	☑	☑	☑	☑	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 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 ▶] ▸ Relationships - Other Household ▸ Signature [Cancel] [Save/Continue]

Step 14	The *Relationships - Other Household* screen will appear. Review the **Relationship** for each household member. Edit as needed. Do NOT check the **No Relationship** checkbox. Click the **Next** button to continue.	
Step 15	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.	

Step 16	The following Student completed screen will appear. Click **Add New Student** to enroll another new student and follow instructions above (step 11 to step 16). When done, click **Save/Continue** to continue.	✓ Student(s) Primary Household ▸ ✓ Parent/Guardian ▸ ▼ Student Completed **Student** | First Name	Last Name	Gender	School	Completed	Record Type	
---	---	---	---	---	---	---
Son	Doe	M	OLR Elem	✓	New	Edi	 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 17	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.	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 18	You may print your Online Registration Summary for your records.	
Step 19	After reviewing and/or printing your application, click the **Submit** button. The following Warning message will appear. If you are ready to submit the application, 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.	
Step 20	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.	

| If you haven't done so previously, you may 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. | |

Mahalo for completing the Online Registration Application!