

KALEI'OPU'U ELEMENTARY SCHOOL

94-665 Kaaholo Street, Waipahu, HI 96797 * 808-675-0266(off) * 808-675-0269(fax)

REGISTRATION INSTRUCTIONS AND REQUIREMENTS

Listed below are all the requirements needed to register your child.

All students new to Kalei'opu'u Elementary School that are transferring from out-of-state or a private school and have never attended a school within the State of Hawaii, DOE system must bring **ALL** of the following documents listed in 1-6 at the time of registration.

** Students transferring from a school within the State of Hawaii, DOE system must bring in documents listed in 2 & 6 at the time of registration.

- 1. Original birth certificate from the department of health or a passport *(a copy will be made).*
- 2. Proof of residency – consisting of either a Mortgage statement/document, Rental/Lease Agreement or Property Tax Bill and ONE **current** utility bill. *(HECO, BWS, Spectrum, HwnTel)*
 - * If your family resides with friends/relatives, provide all items in #2 along with a notarized letter from the homeowner stating that you and your family reside with them.
 - * For those students who live with someone other than their parents a legal document verifying guardianship must be provided. i.e., Family Court documents.
- 3. Mantoux TB clearance – State of Hawaii approved negative TB test, *(taken within one year of starting date.)*
- 4. Physical examination *(taken within one year of starting date)*, or an appointment card reflecting a scheduled appointment within two weeks of starting date.
- 5. Form 14 - Student Health Record *(Form 14 are available from your physician or school office)*
The Form 14 is to be completed by a physician and is to include a current physical examination and all required immunizations.
- 6. Release packet from prior school to include current report card.

Registration Form Drop off Dates: *Monday - Friday 8:00am - 2:00pm excluding holidays.*

- 1. Drop off the completed registration forms **ONLY** in the dropbox in front of the Dining Room.
- 2. We will contact you after your registration forms have been reviewed to set-up an appointment for you to bring in the **required documents listed above.**

Please be sure to complete and sign all forms as required.

To view the Department of Education's website on Registration, visit the following link:
<http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/HowToEnroll/Pages/home.aspx>