



KALEI'OPU'U ELEMENTARY SCHOOL

REGISTRATION INFORMATION



94-665 Kaaholo Street, Waipahu, HI 96797 | Phone: 808-307-7000 | Fax: 808-675-0269

 **BY APPOINTMENT ONLY, NO WALK-INS** 

1. Registration packets are available to pick up in the magazine rack in front of the Office.
2. Drop off the completed registration packet ONLY in the drop box in front of the Cafeteria.
3. **DO NOT DROP OFF ANY ORIGINAL DOCUMENTS IN THE DROP BOX.**
4. We will contact you after your registration packet has been reviewed to set up an appointment for you to bring in the **required documents listed below.**
5. When completing the registration packet, please write as legibly as possible.

REGISTRATION REQUIREMENTS

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 documents listed below at the time of registration.

Students transferring from a school within the State of Hawaii DOE system must bring in documents listed on 2, 4, & 5 at the time of registration.

- ☐ 1. **Original Birth Certificate** from the Department of Health or a **Passport**.
- ☐ 2. **Proof of Residency:**
 - **REQUIRED:** Mortgage Statement/Document, Rental or Lease Agreement, or Property Tax Bill.
 - **REQUIRED:** Recent (dated within the past 60 days) utility bill (e.g., water, electricity, gas, landline telephone, cable, or internet).
 - **IF APPLICABLE:** If you are living with a relative or friend, provide all documents above along with a notarized letter from the homeowner stating that you and your family reside with them.
- ☐ 3. **Student Health Requirements:**
 - Student Health Record (Form 14), including all required immunizations.
 - TB Clearance: Negative Risk Screen, Negative TB Test, or Negative Chest X-ray
 - Physical Examination (*taken within one year of starting date*) or appointment card reflecting a scheduled appointment within two weeks of starting date.
- ☐ 4. **Release packet** from previous school.
- ☐ 5. If applicable, **legal documents**, including, but not limited to:
 - Power of Attorney, if child is not living with parents, not to exceed one year (HI Rev Stat § 560:5-105)
 - Temporary Restraining Order/Court Orders
 - Legal Guardianship/Custody Documents
 - Legal Name Change