

Instructions to connect to KS Connect

KS Connect Parent Account

1. Connect to <http://connect.ksbe.edu/> in your Web browser.
2. Enter your e-mail address and password in the labeled boxes. **Use your KS Connect Parent Account** (not your student's account). *Remember you set a password when you activated your account.*
3. Click the "Login" button.

If you've forgotten your email address and password:

1. Click on "Account Help"
2. Follow the prompts

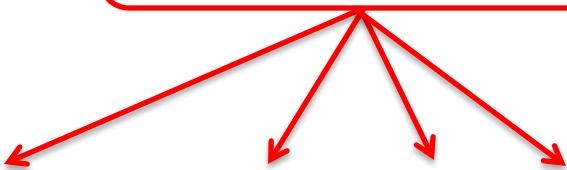


Starting the SDI Update

1. Locate the "Year" and "Role" in the upper right corner of your screen.
2. Change the school year by clicking on the pull down arrow and select **2016-2017**. By changing the school year your SDI information will be loaded and displayed.



Click on the tabs to navigate to the different forms



Instructions

1. Sign Agreement

2. SDI Forms

Review

SDI Instructions

Mahalo for choosing to complete these forms online. This is one of many steps to get your child re-enrolled for the upcoming school year. Failure to complete these forms will result on a hold being placed on your child's schedule.

Steps to Complete

This process is divided into two parts: 1) The agreement and 2) the actual SDI forms.

STEP 1: Sign the Agreement

You must electronically [sign the Electronic Permission Agreement](#) as part of the SDI process. Completion of this step will be noted in the SDI form status table.

STEP 2: Complete the SDI Forms

Review each [SDI Form](#) and make any necessary changes. Click the "Submit" button at the bottom of each form. The form indicator will turn from red to green as each form is completed. When all of the forms are complete, close the window and return to the SDI Forms tab.

It is required that you click the "Finish SDI Forms" button when you have completed every step of the process. This button will not be available until everything is complete. This will electronically file your forms with the office for review. They will contact you later with any questions. You will not be allowed to make changes after you click the "Finish SDI Forms" button.

Students in a Divorced Situation with Joint Custody

Because of the joint custody situation, both parents will be required to sign the permissions agreement. If both parents have KS Connect Parent Accounts, then both parents will sign the agreement electronically.

The primary parent will complete the forms and sign the agreement while the secondary parent will append his/her signature to the agreement. The primary parent must sign first. The secondary parent will not be able to sign until the primary parent has signed the agreement.

If the secondary parent does not have a KS Connect Parent Account, that parent will be mailed a hard-copy of the form to sign and return. This step must be completed in order for your forms to be considered finished.

Statement of Permissions Agreement



KAMEHAMEHA SCHOOLS

**KAMEHAMEHA SCHOOLS
ELECTRONIC STATEMENT OF PERMISSIONS AGREEMENT
2013-2014 SCHOOL YEAR**

Student Name:

School:

Student ID#:

Grade:

This Electronic Application Agreement is made between The Kamehameha Schools ("KS") and the undersigned parents and/or guardians ("I/we").

Statement of Permissions

I/We consent to the making of visual and/or sound recordings (Materials) of my child by Kamehameha Schools (KS); I/We consent to KS's use of the Materials in any manner and purpose deemed appropriate by KS; I/We waive any right to approve the Materials; and I/We understand that KS is not obligated to use any of the Materials.

I/We also give permission for my child to take part in all field trips, excursions and organized activities that may be scheduled by KS. This includes, but is not limited to, school-sponsored activities for classes, academic programs, athletics teams, boarding programs, etc.

I/We understand that, while KS will take reasonable precautions for the safety and welfare of my child while participating in KS activities, KS does not assume responsibility for accidents or injury to my child. I/We agree to assume any and all risks of such injury, loss or damage that may arise out of my child's participation in any activity conducted by KS. I/We further agree to indemnify and hold KS forever harmless from and against any and all claims which may be asserted by any person, including but not limited to those claiming by or through me, arising out of my child's participation in any program or activity conducted by KS.

I understand that from time to time KS may transport my/our child(ren) in a vehicle other than a Type I or II school bus to and from a school function or school-related activity, and I agree to waive, release and hold harmless the State of Hawai'i, the Hawai'i Association of Independent Schools (HAIS), and Kamehameha Schools, its trustees, directors/officers, employees, and agents from any responsibility for injuries, liabilities, losses or damages connected with or arising out of the transportation of my/our child in a vehicle other than a Type I or II school bus.

I/we acknowledge and agree to the terms of this Electronic Agreement or Contract and so indicate by each of us typing our name(s) below as my/our electronic signature(s), executed and adopted by me/us with the intent to sign this document - in other words, typing my/our name(s) will be an electronic signature indicating I/we acknowledge and agree to the terms of this Electronic Agreement or Contract just as a handwritten signature would on a traditional paper Agreement or Contract.

I/WE HAVE READ AND UNDERSTAND THE TERMS OF THIS ELECTRONIC AGREEMENT OR CONTRACT, AND AGREE TO BE BOUND BY ITS TERMS.

I with this Contract by affixing my electronic signature in the following text field:

(your signature must contain your last name "Holt").

[Sign Agreement](#)

Click the "Submit Agreement" button to finish.

[Submit Agreement](#) [Cancel](#)

Statement of Permissions Agreement



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You have successfully signed this agreement. Below is a copy.

[Print This Agreement](#)



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Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.

Forms

 [Refresh table](#) to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
Agreement	
SDI Process Finished	
N = Waiting for 2nd Signature	

Status Message

Your SDI Forms are not complete.
Review the table to see which
forms need to be completed.
Click on a form to begin.

**Kamehameha Schools Kapālama High School
SY 2010-2011 Student Directory Information**

Last Name	First Name	Middle Name			
Student ID Number	Boarder	Invitee	Gender	Grade	Graduating Year

Parent/Guardian Information

Forms To Complete	
☒	Student
☐	Parent/Guardian [Add]
☒	Father
☐	Mother
☐	Household
☐	Sibling

Once all forms are completed, [close](#) this window and click on the SDI Forms tab to refresh the status table.

	CURRENT RECORD	MODIFICATIONS	Changed
Parent's Relation To Student			
Relationship:	Mother	Mother v	
Resides With:	Yes	☒ Yes ☐ No	
Contact:	Allowed	☐ Not Allowed	
Parent Information			
Last Name:			
First Name:			
Middle Name:			
Birth Place:			
Telephone:			
Alternate Phone:			
Mailing Address Information			
Mailing Address:			
City:			
State:			
Zip Code:			
Work Information			
Employer:			
Occupation:			
Work Phone:			
Work Hours:			
Work Address:			
City:			
State:			
Zip Code:			
Special Contact Phone Numbers			
Cellular:			
Pager:			
Fax:			
Other:			
KS Connect Information			
Current information from KS Connect is listed below. Your e-mail address information must be correct.			
E-mail Address:			
Submit Reset			

The information on these screens will be pre-populated with current information in SDI. Please review and make any changes necessary.

Click "Submit" after each update is complete.

KS Connect checks for the following when you click the submit button...

- That every telephone number has an area code.
- A first name, last name, and relationship is entered.
- Both the zip code and work zip code and correctly entered.
- The email address entered is valid and is not the same for the other parents.

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Status Message

All forms complete. Click the button below to submit your information and finish your SDI forms.

[Finish SDI Forms](#)



Once all forms are updated, click here to complete the update

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Status Message



You are now finished with your SDI forms. Mahalo.

Mahalo nui loa for updating your SDI!

**** Don't forget to complete your Tuition Contract & Medical Forms via KS Connect by April 29, 2016 ****