Instructions to connect to KS Connect

KS Connect Parent Account

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.
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 in 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: 
Student ID#: 
School: 
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 no
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 Hawaiʻi, the Hawaiʻi 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 [Choose One] □ 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

KAMEHAMEHA SCHOOLS

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

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

Print This Agreement

KAMEHAMEHA SCHOOLS

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

Student Name:  School: 
Student ID#:  Grade:

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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

<table>
<thead>
<tr>
<th>Forms (click a form to edit)</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td></td>
</tr>
<tr>
<td>Father</td>
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</tr>
<tr>
<td>Household</td>
<td></td>
</tr>
<tr>
<td>Sibling</td>
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</tr>
<tr>
<td>Religious Affiliation</td>
<td></td>
</tr>
<tr>
<td>Agreement</td>
<td></td>
</tr>
<tr>
<td>SDI Process Finished</td>
<td></td>
</tr>
</tbody>
</table>

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

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Mahalo nui loa for updating your SDI!

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