

Kamehameha Schools Enrollment Process ENROLLMENT CHECKLIST

The deadline for completing the enrollment process is **May 31, 2022**

Kapālama Campus unit office contact information

Kapālama Elementary School:	Melissa Maeda	memaeda@ksbe.edu	(808) 842-8383
Kapālama Elementary School:	Rachel Lee	ralee@ksbe.edu	(808) 842-8564
Kapālama Middle School:	Hoku Ho'ohuli	hohoohul@ksbe.edu	(808) 842-8366
Kapalama Middle School:	Unit Office		(808) 842-8365
Kapālama High School Grade 9 & 10:	Carol Anguay	caanguay@ksbe.edu	(808) 842-8982
Kapālama High School Grade 9 & 10:	U'i Cameron	uicamero@ksbe.edu	(808) 842-8751
Kapālama High School Grade 11 & 12:	Brenda Mendiola	brmendio@ksbe.edu	(808) 842-8050

Items 1-5 listed below must be completed in order for your child to be cleared to attend school:

Please log into your KS Account <https://ohana.ksbe.edu> to access the Infinite Campus Parent Portal app, click on Documents to complete steps 1 - 3 listed below in the Enrollment Process. (Refer to attached instructions for details).

- 1- Enrollment Agreement/General Release, Waiver of Liability and Indemnity Agreement Form
 - *Must be signed by all parent/legal guardians*

- 2- KS Tuition Contract (Contact Liane Seto 808-842-8084 for assistance)
 - *Must be signed by all parent/legal guardians*

- 3- Student Signature (Grades 7-12 only) - Student Handbook only
 - *Returning Students: Log into: <https://ohana.ksbe.edu>, click on the Infinite Campus app/icon.*
 - *Go to documents, click on Student Handbook Acknowledgement to sign*
 - *New Students: Student login information will be emailed to a parent/legal guardian within 7 days*

- 4- Online Registration (OLR) (*Only 1 parent/legal guardian is required to complete this step*)
 - **New Invitees:**
 - The 1st parent/legal guardian has submitted demographic and contact information for parents/legal guardians, students and emergency contacts in a previous step.
 - For the 2nd parent/legal guardian (if applicable), please view and update your information.
 - In the Infinite Campus Parent Portal Home Page, please click on More and verify and update the following information:
 - Address Information
 - Demographics
 - Family Information
 - Emergency Contacts/Authorized Pick-Up
 - **Returning Students:**
 - One parent needs to complete the Online Registration
 - In the Infinite Campus Parent Portal Home Page, please click on More to access the Online Registration tab. Please review and update any changes.
 - For the 2nd parent/legal guardian (if applicable), please view and update your information.
 - In the Infinite Campus Parent Portal Home Page, please click on More and verify and update the following information:
 - Address Information
 - Demographics
 - Family Information
 - Emergency Contacts/Authorized Pick-Up

- 5- Medical Requirement – Please click on the Mo'omō'ali Olakino (EHR) app icon in KS Account or if in the Infinite Campus Parent Portal, click on More, then find the link to EHR in the Quick Links section. Please log into the Mo'omō'ali Olakino (EHR) system to complete the medical clearance requirements.

▪ Elementary School: Kalanimoku Dispensary	808-842-8606	kskmalamaola@ksbe.edu
▪ Middle School: Ella Lum RN	808-843-3459	ellum@ksbe.edu
▪ High School: Hale Ola	808-842-8075	kskmalamaola@ksbe.edu

The following are not required to receive your child's schedule:

- 6- Bus Transportation Service
 - The bus application opens on May 1, 2022 and the deadline is May 20, 2022.
 - Please click on the Transportation link in the Infinite Campus Parent Portal to direct you to the campus Transportation site for specific information and access to the application. Click on More, then find it in the Quick Links section.

- 7- Parent Internet Safety
 - Elementary & High School: At least 1 parent is required to complete the internet safety training.
 - Elementary Contact (808) 842-8383
 - High School Contact (808) 842-8086
 - Middle School: Both parents are required to complete the laptop training. Please complete as soon as possible as it might hold up computer usage or schedule release. At the end of training there will be a form to fill out to verify completion. Please complete and submit this form. Each parent with parental authority will need to submit their own form. Contact (808) 842-8142
 - The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

- 8- Student Internet Safety
 - All students (Grades 7-12) are required to complete the Student Safety Internet Training before receiving their assigned KS device.
 - Middle School Contact (808) 842-8142
 - High School Contact (808) 842-8086
 - The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

You can track your enrollment requirements progress in the Infinite Campus parent portal by clicking on More, then on Enrollment Clearance. You will be able to monitor if you have any outstanding items.