

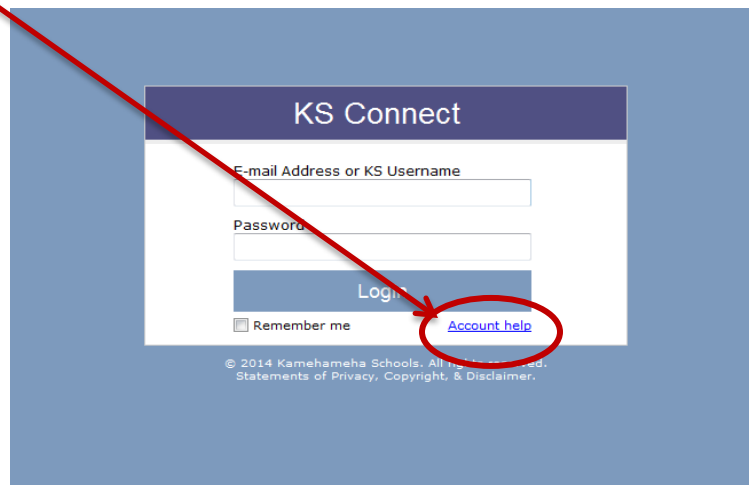
KS Connect Instructions

KS Connect Parent Account

1. Type <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 child's account). *Use the password you set when you activated your account.*
3. Click the "Login" button.

If you've forgotten the password:

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



NOTE: Both parents/legal guardians are required to electronically sign (exceptions are for those families who have legal documentation establishing custody). Parents/legal guardians must access KS Connect *through their own individual accounts* in order to sign the forms. IF there is only one parent account set up in KS Connect, please contact the school office with a separate, valid email address so that a second account can be created. Parents encountering technical difficulties while accessing their KS Connect account should call their campus office.

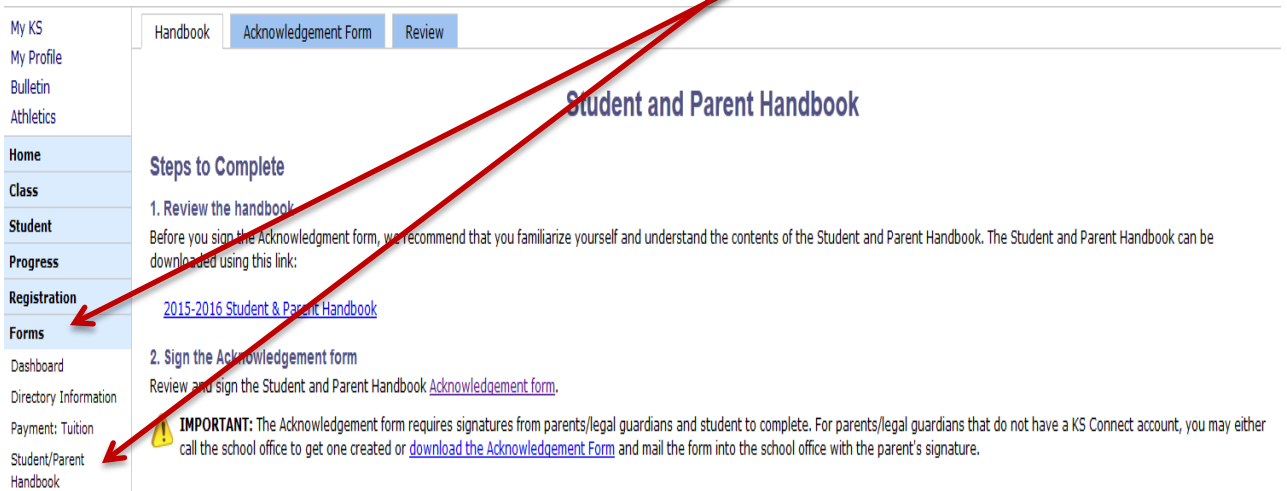
To E SIGN the Parent Acknowledgement

1. Log on to KS Connect
2. Change the school year from 2016-17 to 2017-18

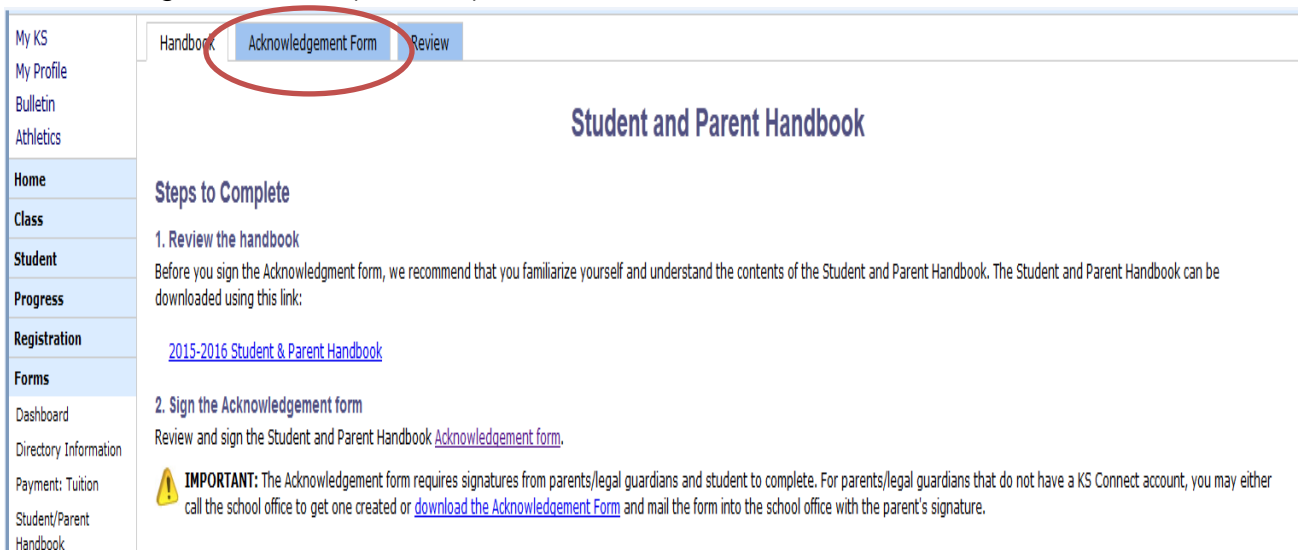


3. Once you are in the 2017-18 school year, use the navigation bar on the left to get to the FORMS tab

Click on the FORMS tab, then on to the Student/Parent handbook link




4. After reading/reviewing the 2017-18 K-12 Student Parent Handbook, click on to the Acknowledgement form (blue tab)



5. On the Acknowledgement Form page, look for the yellow box to electronically sign the Acknowledgement form. Don't forget to click "Sign Agreement" to complete the process.

Student and Parent Acknowledgement


KAMEHAMEHA SCHOOLS
KAMEHAMEHA SCHOOLS
STUDENT AND PARENT ACKNOWLEDGEMENT
2015-2016 SCHOOL YEAR

Student Name: _____ School: **KS Maui Middle School - 014**
Student ID#: _____ Grade: _____

I/We acknowledge that I/we have access online via the Internet to, or have received a print copy of, the 2015-2016 Student and Parent Handbook (Handbook), and I/we have read, fully understand, and support the content set forth in the Handbook.

I/We understand that Kamehameha has a strong interest in the character development of its students and that observance of school rules and standards for conduct and attire is considered part of character development.

I/We understand that I/we am/are expected to fully support all school rules and policies of Kamehameha Schools attending Kamehameha even if I/we have a difference of opinion regarding the rules and policies.

I/We understand I/we am expected to maintain a respectful relationship at all times with school counselors, dorm advisors, coaches, staff and administrators so that problems or concerns are resolved and support my/our child's learning.

I/We understand that compliance with the rules and policies contained in the Handbook is a condition of continued enrollment and that my/our child's failure to follow the rules and policies may result in action, up to and including release from Kamehameha.

I/We also acknowledge that I/we will fully comply with all rules, policies, and guidelines of the Kamehameha School Student and Parent Handbook if my/our child(ren) is enrolled in Summer School.

Make a selection via the drop-down, type your name, click "Sign Agreement" to complete

Electronic Transactions

By signing this Acknowledgement electronically, I/we reaffirm that I/we consent to electronic transactions with Kamehameha Schools generally, as set forth in Section 10 of the Kamehameha Schools Tuition Contract. I/We have access to, and/or have received a copy of, the Handbook and its content. I/We understand that I/we can withdraw this consent to electronic transactions at any time by so informing Kamehameha Schools in writing and delivering a copy at the administration office identified in the Handbook, and thereafter all transactions with me/us will be conducted by paper. Withdrawing consent will not affect the validity of this Acknowledgement, or any other transactions conducted electronically prior to my/our withdrawal of consent to electronic transactions.

I/we acknowledge and agree to the expectations set forth in this Acknowledgement and the Handbook, 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 the Handbook just as a handwritten signature would on a traditional paper Acknowledgement.

I/WE HAVE READ AND UNDERSTAND THE HANDBOOK, AND AGREE TO BE BOUND BY ITS RULES, POLICIES, AND GUIDELINES.

I with this Acknowledgement by affixing my electronic signature in the following text field:
 (your signature must contain your last name " ").

For middle & high school students that will be participating in sports: The Student and Parent Athletic Handbook will also be available for e-signature through KS Connect. Both the student and the parents must e-sign the Athletic Handbook Acknowledgement form. The parents must additionally e-sign the Athletic Participation Agreement and Release form.

6. For all middle and high school athletes, use the navigation bar on the left to get to the FORMS tab

Click on the FORMS tab, then on to the Athletic Forms link

Athletics Forms

Athletic Forms	Status
Athletic Participation Agreement and Release	Not started
Athletic Handbook	Not started
Physical Exam	Completed (June 2, 2016)

*For separated households, both parent signatures are required on all forms.

NOTE: ONLY STUDENT ATHLETES AND THEIR PARENTS NEED TO COMPLETE THIS ACKNOWLEDGEMENT FORM.

Steps to Complete

- 1. Sign the Athletic Participation Agreement and Release form**
Review and sign the form by clicking the tab above.

IMPORTANT: This form requires signatures from all parents/legal guardians and student to complete. For parents/legal guardians that do not have a KS Connect account, please call the school office to get one created.

- 2. Review the handbook**
Before you sign the Acknowledgement form, we recommend that you familiarize yourself and understand the contents of the Athletic Handbook for Student Athletes and Parents. The Handbook can be downloaded using this link:
[2017-2018 Athletic Handbook for Student Athletes and Parents](#)

- 3. Sign the Acknowledgement form**
Review and sign the Student Athlete and Parent Handbook [Acknowledgement form](#).

IMPORTANT: The Acknowledgement form requires signatures from parents/legal guardians and the student to complete. For parents/legal guardians that do not have a KS Connect account, they may call the school office to get one created.

- After reading/reviewing the 2017-18 K-12 Student Athlete and Parent Handbook, click on to the Acknowledgement form (blue tab)

Handbook Acknowledgement

Athletic Forms	Status
Athletic Participation Agreement and Release	Not started
Athletic Handbook	Not started
Physical Exam	Completed (June 2, 2016)

NOTE: ONLY STUDENT ATHLETES AND THEIR PARENTS NEED TO COMPLETE THIS ACKNOWLEDGEMENT FORM.

Steps to Complete

- Sign the Athletic Participation Agreement and Release form**
Review and sign the form by clicking the tab above.

IMPORTANT: This form requires signatures from all parents/legal guardians and student to complete. For parents/legal guardians that do not have a KS Connect account, please call the school office to get one created.

- Review the handbook**
Before you sign the Acknowledgement form, we recommend that you familiarize yourself and understand the contents of the Athletic Handbook for Student Athletes and Parents. The Handbook can be downloaded using this link:
[2017-2018 Athletic Handbook for Student Athletes and Parents](#)

- Sign the Acknowledgement form**
Review and sign the Student Athlete and Parent Handbook Acknowledgement form.

IMPORTANT: The Acknowledgement form requires signatures from parents/legal guardians and the student to complete. For parents/legal guardians that do not have a KS Connect account, they may call the school office to get one created.

- On the Acknowledgement Form page, look for the yellow box to electronically sign the Acknowledgement form. Don't forget to click "Sign Agreement" to complete the process.

Student Athlete and Parent Acknowledgement

KAMEHAMEHA SCHOOLS
KAMEHAMEHA SCHOOLS
STUDENT ATHLETE AND PARENT ACKNOWLEDGEMENT
2017-2018 SCHOOL YEAR

Student Name: _____ School: _____
Student ID#: _____ Grade: _____

I/we acknowledge that I/we have access online via the Internet to, or have received a print copy of, the 2017-2018 Handbook for Student Athletes and Parents (Handbook), and I/we have read, fully understand and support the Handbook.

I/we understand that Kamehameha has a strong interest in the character development of its students and that school rules and standards for conduct and attire is considered part of character development.

I/we understand that I/we am expected to fully support all school rules and policies while my/our child is attending Kamehameha even if I/we have a difference of opinion regarding the rules and standards.

I/we understand that my/our child's participation in Kamehameha Athletics is entirely voluntary and I/we represent that my/our child has not violated any of the eligibility rules and regulations of the Interscholastic League of Honolulu, the Big Island Interscholastic Federation, or Hawaii High School Athletic Association, as applicable.

I/we understand I/we am/are expected to maintain a respectful relationship at all times with my/our child's coaches and administrators so that problems or concerns can be resolved to best support my/our child's learning.

I/we understand that compliance with the rules, policies, expectations, and guidelines contained in this Handbook is a requirement for participation in athletics and that my/our child's failure to follow the rules, policies, expectations, and guidelines may result in disciplinary action, up to and including removal from the team and/or release from Kamehameha.

I/we also acknowledge that I/we will fully comply with all rules, policies, expectations, and guidelines contained in the Student and Parent Handbook for the 2017-2018 school year.

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.


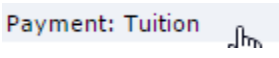
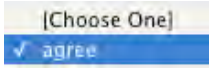
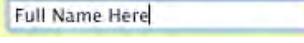
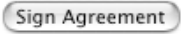
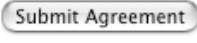
I _____ (Choose One) with this Contract by affixing my electronic signature in the following text field:
 (your signature must contain your first and last name "Samuel Nihipali").

Make a selection via the drop-down, type your name, click "Sign Agreement" to complete

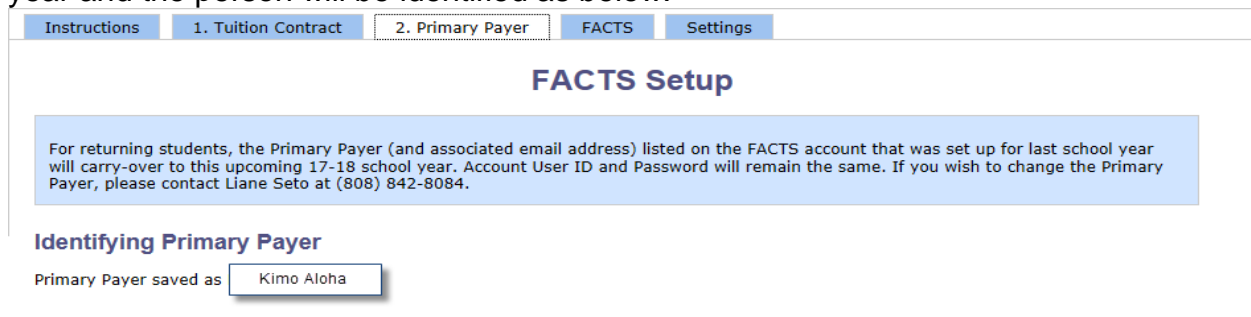
- Click on to the Agreement and Release blue tab, both parents/legal guardians must log on to their individual KS connect accounts and sign the release.

- On the Athletic Participation Agreement and Release page, look for the yellow box to electronically sign the form. Don't forget to click "Sign Agreement" to complete the process.

TUITION PAYMENT

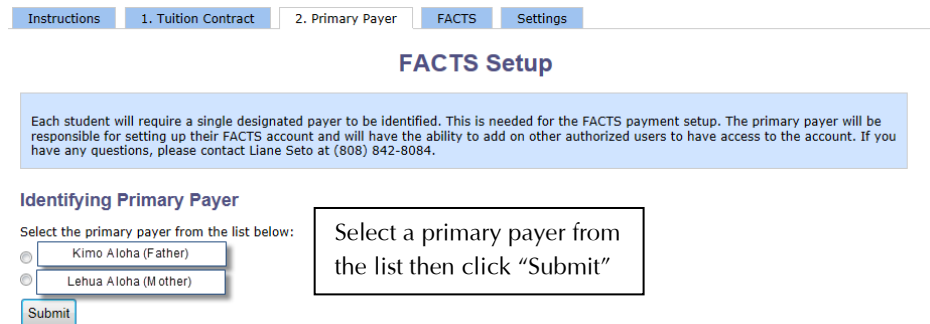
1. Click on  and then .
2. Verify the student name, ID number, grade, status and tuition amount listed. Contact Debbie Kato, Fiscal Administrator at 573-7035 if there are any discrepancies. If the information is correct, review the instructions on this screen.
3. Click on the Tuition Contract tab.
4. Review the terms and conditions of the Tuition Contract. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signature)). Click the  button.
5. Click the  button to continue. Print the next screen for your records.
6. Click on the Primary Payer tab

If your FACTS account has a Primary Payer from last school year, it will carry over to next school year and the person will be identified as below:



The screenshot shows the 'FACTS Setup' page with tabs for 'Instructions', '1. Tuition Contract', '2. Primary Payer', 'FACTS', and 'Settings'. A blue box contains the text: 'For returning students, the Primary Payer (and associated email address) listed on the FACTS account that was set up for last school year will carry-over to this upcoming 17-18 school year. Account User ID and Password will remain the same. If you wish to change the Primary Payer, please contact Liane Seto at (808) 842-8084.' Below this, the 'Identifying Primary Payer' section shows 'Primary Payer saved as' followed by a text box containing 'Kimo Aloha'.

If your FACTS account did not have a Primary Payer from last school year, you will need to select one (see example below)



The screenshot shows the 'FACTS Setup' page with tabs for 'Instructions', '1. Tuition Contract', '2. Primary Payer', 'FACTS', and 'Settings'. A blue box contains the text: 'Each student will require a single designated payer to be identified. This is needed for the FACTS payment setup. The primary payer will be responsible for setting up their FACTS account and will have the ability to add on other authorized users to have access to the account. If you have any questions, please contact Liane Seto at (808) 842-8084.' Below this, the 'Identifying Primary Payer' section has the text 'Select the primary payer from the list below:' followed by two radio button options: 'Kimo Aloha (Father)' and 'Lehua Aloha (Mother)'. A 'Submit' button is at the bottom left. A separate box on the right says 'Select a primary payer from the list then click "Submit"'. A large box at the bottom of the page contains the completion message and a note about electronic billing.

This completes the electronic registration process.

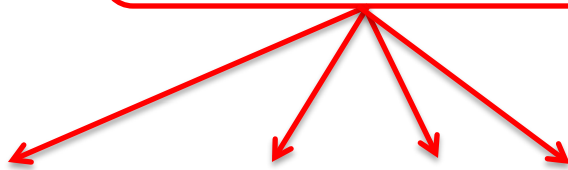
Note that all parents will be defaulted to be billed ELECTRONICALLY via the email address provided for the Primary Payer for FACTS over an eight month invoice plan. This means that FACTS will send you an invoice beginning in August 2017 through March 2018 via email. **Note: Payment plan from previous school year will not carry over.**

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 **2017-18**. 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



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.

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:

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.

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	
<i>Parent/Guardian</i>	
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	
<input checked="" type="checkbox"/>	Student
<input type="checkbox"/>	Parent/Guardian <i>[Add]</i>
<input checked="" type="checkbox"/>	Father
<input type="checkbox"/>	Mother
<input type="checkbox"/>	Household
<input type="checkbox"/>	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 <input type="text"/>	
Resides With:	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Contact:	Allowed	<input type="checkbox"/> Not Allowed	
Parent Information			
Last Name:		<input type="text"/>	
First Name:		<input type="text"/>	
Middle Name:		<input type="text"/>	
Birth Place:		<input type="text"/>	
Telephone:		<input type="text"/> - <input type="text"/>	
Alternate Phone:		<input type="text"/> - <input type="text"/>	
Mailing Address Information			
Mailing Address:		<input type="text"/>	
City:		<input type="text"/>	
State:		<input type="text"/>	
Zip Code:		<input type="text"/>	
Work Information			
Employer:		<input type="text"/>	
Occupation:		<input type="text"/>	
Work Phone:		<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	
Work Hours:		<input type="text"/> : <input type="text"/> <input type="text"/> to <input type="text"/> : <input type="text"/> <input type="text"/>	
Work Address:		<input type="text"/>	
City:		<input type="text"/>	
State:		<input type="text"/>	
Zip Code:		<input type="text"/>	
Special Contact Phone Numbers			
Cellular:		<input type="text"/> - <input type="text"/>	
Pager:		<input type="text"/> - <input type="text"/>	
Fax:		<input type="text"/> - <input type="text"/>	
Other:		<input type="text"/> - <input type="text"/>	
KS Connect Information			
Current information from KS Connect is listed below. Your e-mail address information must be correct.			
E-mail Address:		<input type="text"/>	
		<input type="button" value="Submit"/> <input type="button" value="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.

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

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

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

 You are now finished with your SDI forms. Mahalo.

**** Don't forget to complete your Tuition Contract & Medical Forms via KS Connect by April 30, 2017 ****