



Kamehameha Schools

Welina! E komo mai i Ke Kula ‘o Kamehameha!

We are honored to have your keiki attend Kamehameha Schools where we strive to empower our haumāna to be confident ‘ōiwi leaders. We envision our haumāna, strong in E Ola! and grounded in Hawaiian and Christian values, succeeding in post-secondary education and contributing to a thriving, self-determined lāhui.

Our caring, experienced, and knowledgeable kumu – together with dedicated professionals in counseling, health care, and academic support – provide a nurturing and dynamic learning environment where haumāna truly thrive. Here, they develop academic, social and leadership skills that shape personalized pathways toward college, career readiness, and lifelong success.

Enrollment and re-enrollment are now open. We are excited to welcome your ‘ohana into the new school year! Please keep the following deadlines in mind:

- **Returning Haumāna**, Grades K-12: April 30
- **New Haumāna**, Middle or High School: April 30
- **New Haumāna**, Elementary School: May 31
- **Medical Clearance**, Grades K-12: May 31

The information you provide during the enrollment process helps us prepare the best possible academic and social transition for your keiki, including a suitable schedule, needed services, and assigned resources. To ensure everything is ready for them on day one, we kindly encourage you to complete the process as soon as possible.

As we begin this journey together, it is important to remember the foundation upon which enrollment at Kamehameha Schools is built.

I. A Gift of Education.

Kamehameha Schools education is provided free of tuition, made possible through the endowment of Ke Ali‘i Pauahi. Enrolling at Kamehameha Schools is not a contractual relationship, but a privilege and a gift bestowed upon all haumāna. This honors Ke Ali‘i Pauahi’s profound belief that our haumāna are truly her own, *nā pua a Pauahi*.

As *nā pua a Pauahi*, it is our hope that every haumāna can attend without resource barriers, fully embrace Ke Ali‘i Pauahi’s vision, and carry forward the ‘auamo kuleana toward ea, a thriving, self-determined lāhui.

II. Enrollment & Re-Enrollment Process.

Please log into your KS Account parent portal at <https://ohana.ksbe.edu> to access the Infinite Campus app to begin your enrollment/re-enrollment process. Instructions for accessing the KS Account parent portal, Infinite Campus, and the enrollment/re-enrollment process steps and details can be found on page 3.

III. Health Information.

Please complete grade-level health services forms using the Mo`omō`ali Olakino icon in the KS Account parent portal and notify us of any changes in your keiki’s health status throughout the school year. These forms help us care for your keiki’s well-being, and while we offer limited healthcare services to anyone on campus grounds, our staff takes reasonable steps to notify emergency personnel should an urgent situation arise. Please note that incomplete forms may delay enrollment and course registration for the upcoming school year.

Kamehameha Schools complies with all healthcare confidentiality requirements. If you have any questions related to healthcare matters:

K-8 Health Room:	(808) 982-0411	kshmalamaola@ksbe.edu
High School Health Room:	(808) 982-0611	kshmalamaola@ksbe.edu

IV. Financial Accounts.

While tuition is provided as a gift to our haumāna, there may be nominal penalties, such as fines for damaged textbooks and photography equipment, and replacement fees for lost ID cards and athletics uniforms, for which ‘ohana are responsible. We kindly ask that all outstanding fines be paid online through FACTS Management Company (<https://online.factsmgmt.com>) by May 15th of each year. For any questions, please consult the FACTS School Year Finance Information and FAQs on page 12 or contact:

Liane Seto	(808) 842-8084	liseto@ksbe.edu
FACTS Customer Service	1 (866) 441-4637	(Open 24 hours, 7 days/week)

Timely payment helps ensure that your keiki’s enrollment and course registration for the upcoming school year proceed smoothly without delay.



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- V. ‘Ohana Custodial Information.
Please inform us of any changes to your keiki’s legal custodial status that may occur during the school year after enrollment. Any court or legal documents (e.g., temporary restraining orders, child custody orders, divorce decrees, guardianship, name change, power of attorney, etc.) should be submitted promptly to your keiki’s grade level office.
- VI. Reasonable Accommodations.
If your keiki needs reasonable accommodations, please reach out to your keiki’s grade level office. We are here to support their success and well-being.
- VII. Haumāna and ‘Ohana Handbook.
Please review the Haumāna and ‘Ohana Handbook (found in the KS Account parent portal at <https://ohana.ksbe.edu>) to help support your keiki’s success at Kamehameha Schools. The Handbook provides important information about our expectations, programs, values, and daily practices and includes guidance on items such as attendance, conduct grounded in E Ola!, uniform standards, academic expectations, safety procedures, and other resources.

The Handbook also outlines Kamehameha Schools’ use of technology to enhance learning in and beyond the classroom. As part of our one-to-one computer program, all haumāna receive a laptop or iPad with a customized software package that supports secure and robust learning at every grade level. All equipment and maintenance costs are provided at no charge; however, technology privileges may be revoked if necessary.

- VIII. Student & Parent Internet Safety Training.
Internet training for all haumāna (Grades 7-12) and mākuā is expected prior to device pick-up. The link to this training is in the Infinite Campus Parent Portal. Click on More, then find it in the Quick Links section.

- Elementary School (808) 982-0200 leortiz@ksbe.edu
- Middle School Leslie Ortiz (808) 982-0456 hpk@ksbe.edu
- High School: HPK (808) 982-0768

- IX. Bus Transportation.
Kamehameha Schools offers bus transportation to/from campus at no cost for haumāna in certain areas. Space is limited, eligibility requirements may apply, and bus privileges may be revoked if unused.

Returning Students: The bus application is currently open. The deadline to apply is 11:59 pm on March 30, 2026.

New students: The bus application will open on the date of your child’s New Student Orientation:

- Grade 9: April 1, 2026
- Grade 6: March 31, 2026
- Grades Kindergarten and Grade 4: May 2, 2026

Please submit a new application each year your keiki requires bus transportation. Bus Transportation Approval Letters and the combined student ID and bus pass will be mailed out in July. For more information, please review the Transportation Section of the Haumāna and ‘Ohana Handbook and contact the Transportation Division at <https://apps.ksbe.edu/forms/MHStransportation/busconduct.php>.

- X. Contact Information.
Please feel free to contact us if you have any questions about enrollment.

Elementary School		
Divine Chow	(808) 982-0200	dichow@ksbe.edu
Middle School		
Kayla Pacheco	(808) 982-0279	kapachec@ksbe.edu
High School		
Joy McCollum	(808) 982-0608	jomccoll@ksbe.edu
Shyann Loa	(808) 982-0669	shloa@ksbe.edu

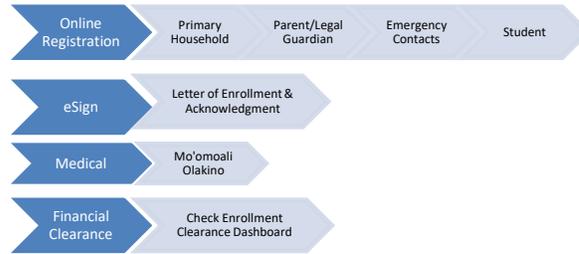
Elementary School Office:	(808) 982-0200	16-714 Volcano Road, Keaau, HI 96749
Middle School Office:	(808) 982-0400	16-712 Volcano Road, Keaau, HI 96749
High School Office:	(808) 982-0600	16-716 Volcano Road, Keaau, HI 96749



Kamehameha Schools

2026-2027 School Year Re-Enrollment Instruction Guide

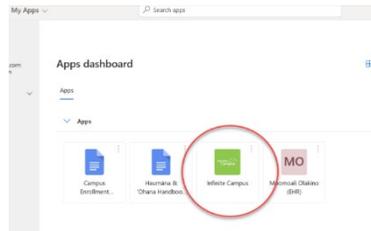
Your child may be cleared to attend school after the following steps are completed.



Step 1: Log into your KS Account at <https://ohana.ksbe.edu> Please contact your campus grade level office if you need assistance with your login.



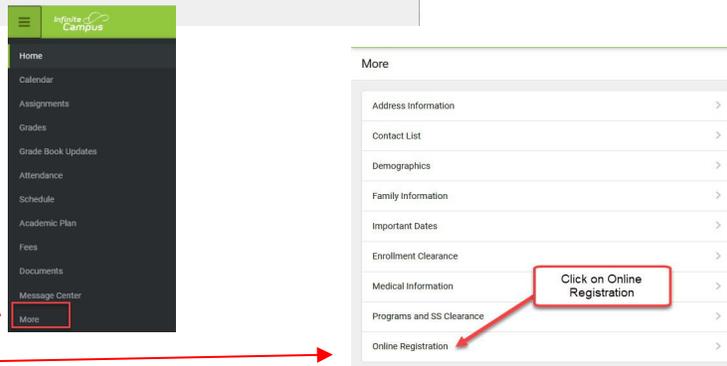
Step 2: Click on the Infinite Campus App



Step 3: Click on the “menu” icon (three horizontal bars) on the top-left to access the portal options. Select student by clicking on student name from drop list in the top-right for student specific information in the menu.



Step 4: Click on More



Step 5: Click on Online Registration

ONLINE REGISTRATION (OLR) – **Only ONE parent/guardian** completes and submits the OLR. Please read all directions for each section and allow at least 10 minutes to complete. You are able to save and continue where you stopped as needed.

Please complete the following:

- Primary household: Verify household phone #, physical & mailing address and validate that the information is correct.



Kamehameha Schools

- Parent/legal guardian: All legal guardians should be listed here.
 - i. Please contact the school’s grade level office directly if the person(s) listed are in error.
- Emergency Contact and Authorized Pickup: These people are called in an emergency if a parent/guardian can’t be reached and are also the only people that have authorization to pick up a child.
 - i. Minimum of three; do not include parent/legal guardians here.
 1. Before starting OLR, gather contact information (phone numbers & addresses) for each contact.
 2. Please use legal names for contacts.
 - ii. Parent/Legal Guardians are #1 and #2 in Contact sequence and cannot be changed. The school contacts parent/legal guardians first. If none can be reached, the school uses the emergency contacts sequence order.
- Student: complete all fields

Click on Start

Click on Begin Online Registration

Type your full name and sign the form using your cursor and click on Submit.

Click on Begin

Review the information for each of these sections below:

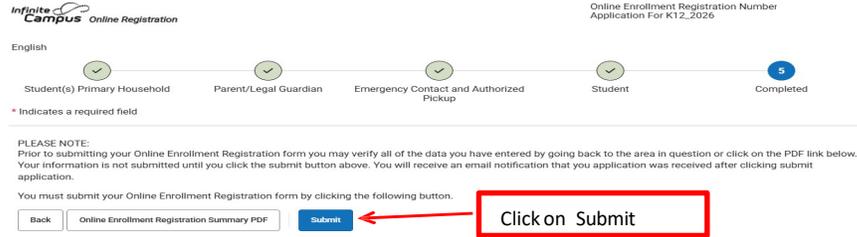


When all sections are completed, click on Submit. A notification is sent to the school staff to proceed with the review and approval process of the information provided in the Online Registration.

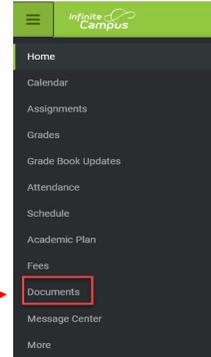
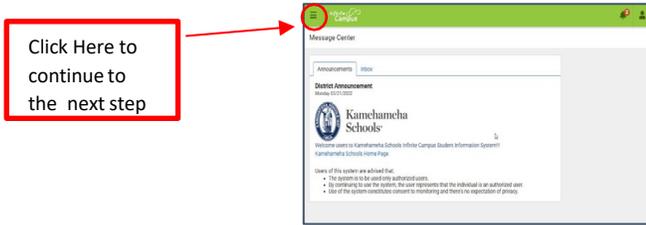


Kamehameha Schools

It is recommended that you download a copy of the OLR summary for your records using the PDF link.



You may close the window for this section and return to the Infinite Campus Parent Portal.



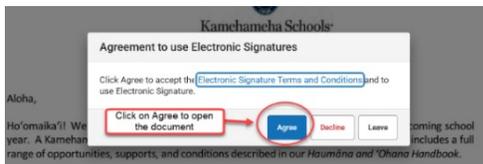
Step 6: Click on Documents to access the forms to sign

Step 7: Change the school year to 26-27. Select the form to sign:



Step 8:
The document will open.

Click on Agree to open and read the Letter of Enrollment & Acknowledgment and then scroll down and sign the form.



Step 9:
Sign your document

Click on the blue Sign button to electronically sign the document.

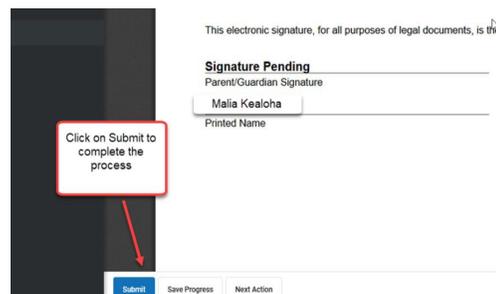
Please note that if you select "Decline," it will prevent anyone else from signing the form.

ALL parent or guardians listed should sign **ALL** forms. Failure to do so may delay the enrollment process and may exclude a student from first day of school activities.



Step 10:
Submit your signature.

Click on the blue Submit button on the bottom of the page to complete the eSignature process for this form. Be sure to go back and repeat this process for any additional forms that need to be signed.



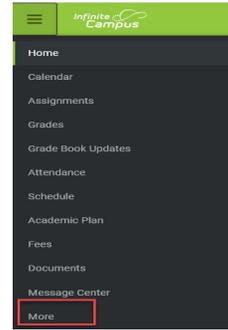


Step 11a:

Click on More

This step is to be done by the 2nd Parent/Legal Guardian who **DID** **NOT** complete the Online Registration (Step 5 above)

Click on More



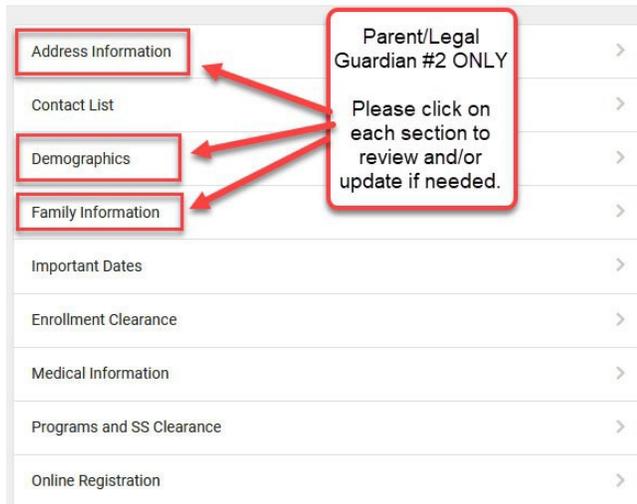
Step 11b:

Review/Update:

(2nd Parent/Legal Guardian) Review and update:

- 1- Address Information
- 2- Demographics
- 3- Family Information

More



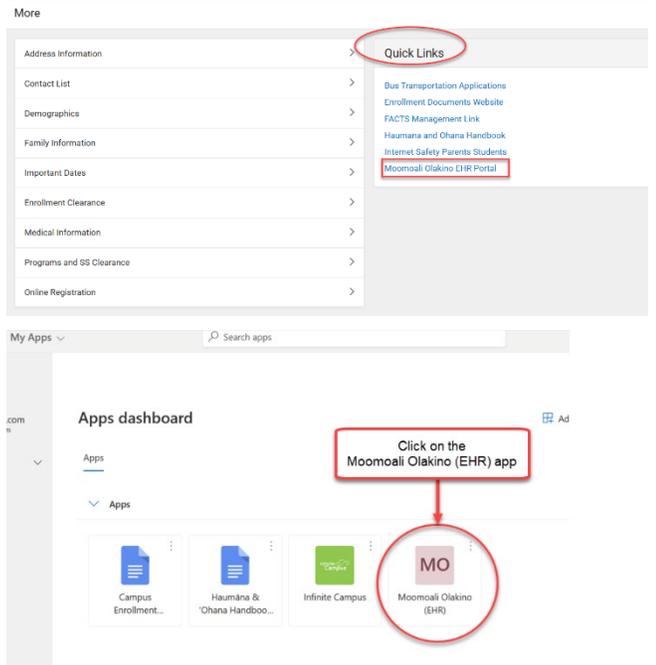
Step 12:

Medical Clearance Conditions

Click on the Mo'omō'ali Olakino (EHR) link in the Quick Links box

OR

Go back to the KS Account parent portal and select the Mo'omō'ali Olakino (EHR) App to complete the medical clearance conditions



Step 13:

Check your Enrollment Clearance

1. Go back to the KS Account Apps and select Infinite Campus
2. Click on More
3. Click on Enrollment Clearance
4. Check your Enrollment Clearance

- **OLR Approved (Online Registration)**
- **Enrollment Acknowledgment** (Letter of Enrollment & Acknowledgment signed by all parents/legal guardians)
- **Financial Clearance**
 - a. If **No**, there is a balance due for the 2025-2026 school year. Please log into FACTS to make your payment.
 - b. If you need help with FACTS, call the Cashier's Office at (808) 842-8084
Monday – Friday
7:00 a.m. – 4:00 p.m.
- **Malama Ola Medical Clearance**
 - a. Deadline is May 31, 2026

Cleared Status: Y: Yes

Yes, indicates that you have completed all conditions for enrollment. Your child is allowed to attend school and receive his/her school schedule.

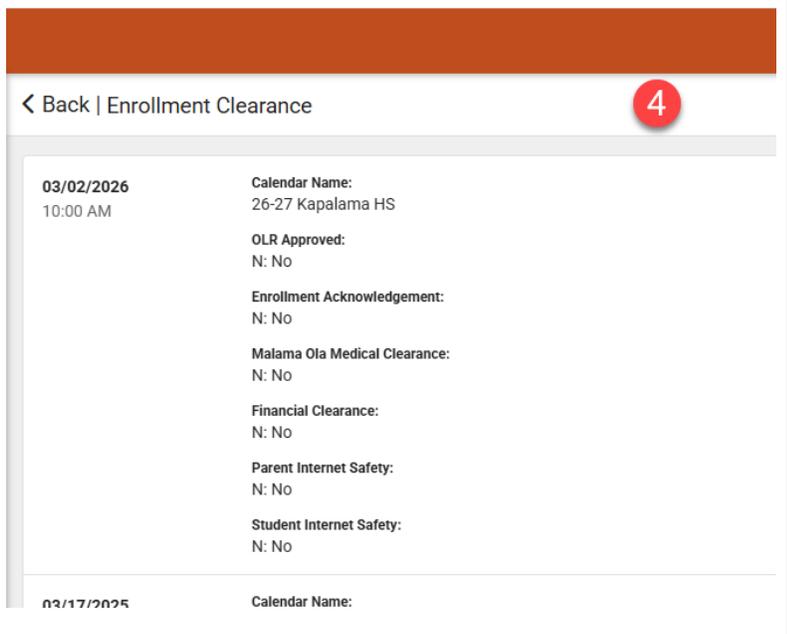
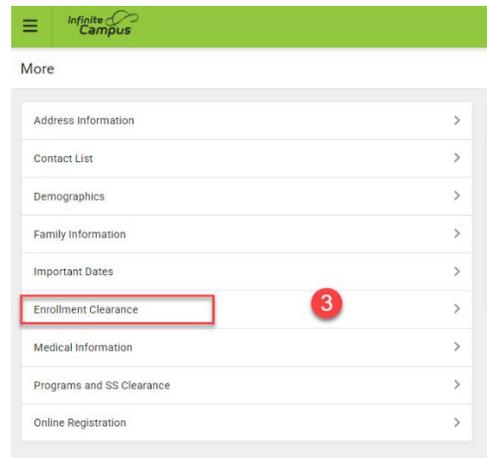
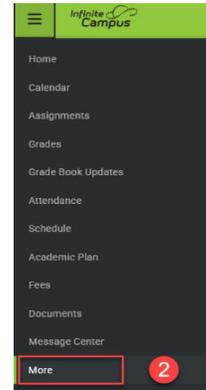
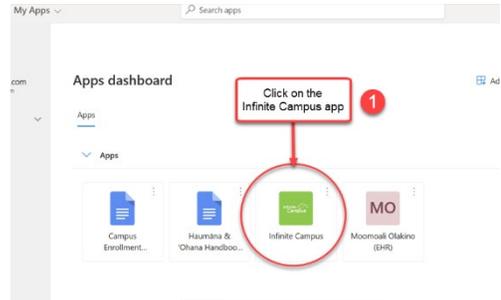
Cleared Status N: No

No, there is an outstanding item that needs to be completed.

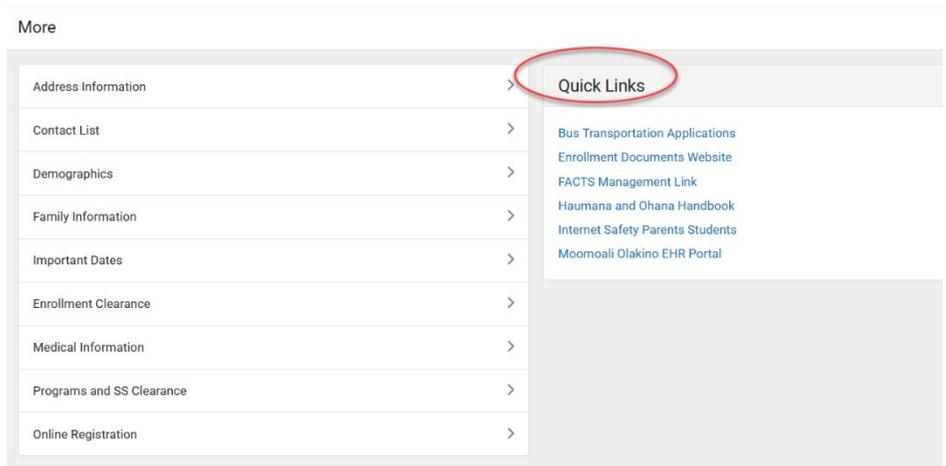
Cleared Status NA:

This item is not applicable for your student.

**If you feel there is an error on the Enrollment Clearance Dashboard, please contact your child's campus grade level office immediately.



Other Enrollment Items



Internet Safety Parents Students link:

- Click on the link to complete the Internet Safety Training.
- This step should be completed by **both a parent and the student** before students are issued their electronic devices.

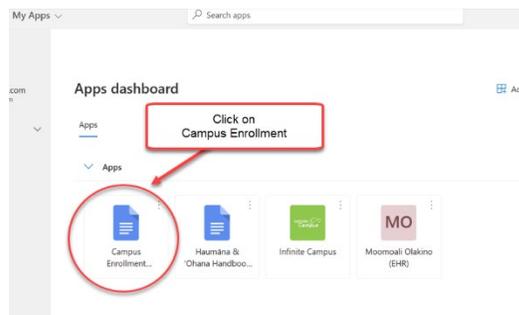
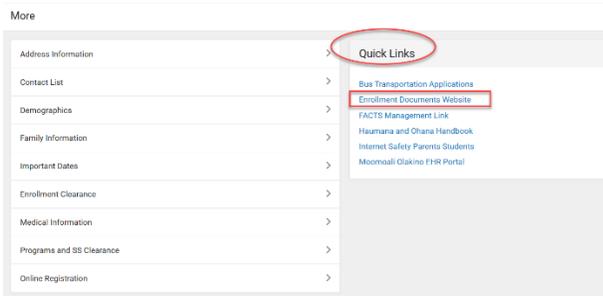
Bus Transportation Applications:

- o Complete a new bus application each school year for each student.
- o Space for Bus Transportation is limited, and eligibility requirements may apply.
- o Applications submitted after the deadline may be placed on a waitlist until space becomes available.
- o Bus privileges may be revoked if unused.
- **Kapālama and Hawai‘i Campuses ONLY** (Click on the link in the Quick Links section to apply for bus service.)
 - o Note: after completing the bus application you will need to click on the “Submit” button twice – (First) to confirm that what you have completed is correct and (second) to submit the application. You will receive a confirmation e-mail once the application is submitted.
- **Maui Campus Only:**
 - o Bus Transportation application request will be completed within the Online Registration process (see Step 5 above).

Frequently Asked Questions

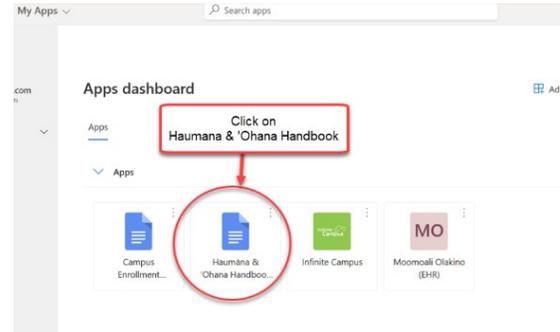
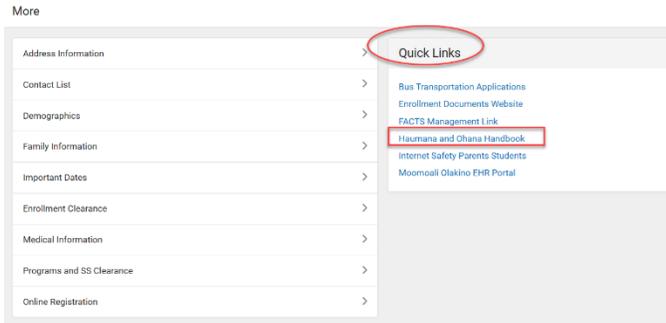
Enrollment Process

1. Where can I find documents and information about the OLR and KS enrollment process?
 Please click on the Enrollment Documents Website in the Quick Links and select the applicable Campus or access it through our KS Account ‘ohana portal and click on Campus Enrollment.



2. How do I complete medical form conditions?
 From our KS Account, <https://ohana.ksbe.edu>, you can access Moomoali Olakino application that provides all the information and forms for medical form conditions. Some conditions are specific to grade levels.
3. My child and I have already completed Internet Safety for summer school. Do we have to complete this again for the new school year?
 New Invitees and their parents who completed the modules for summer programs 2026, do not have to complete another set for SY 2026-27.

4. Where can I access the Haumāna and `Ohana handbook?
Please click on the Haumāna and `Ohana Handbook in the Quick Links or access it through our KS Account `Ohana portal and click on Haumāna and `Ohana Handbook.



Online Registration (OLR)

- Do all Parent/Guardians fill out the Online Registration?
Only one parent/guardian completes online registration forms even if your child resides in two separate households.
- Why did I receive more than one Online Registration email?
If you have more than one child that is a new invitee, you receive an email for each new invitee.
- Who do I notify about my new email address?
If the new email address was included in OLR, then there is no further action. You will receive an email to set up your KS Account. If your email address changes anytime during the school year, then request the change via the Infinite Campus parent portal. Click on More for the menu, then select "Family Information".
- My husband/wife does not have an email account. May I use my email address when I am filling in his/her email field?
Each parent/legal guardian should have their own unique email address. This unique email is used to create an Infinite Campus parent portal account, which is needed to **electronically sign** all enrollment forms.
- My child does not have a cell phone. May I use my cell number when filling in my child's cell phone number? Students should have their own contact information that is not shared with parents or others. If the student does not have a cell phone number, leave this field blank.

Emergency Contact

- What if I don't have three emergency contacts?
Contact the school's grade level office for assistance.
- Can my high school child be an emergency contact/authorized pick up for my child in elementary school? Students should remain in school, so it is not recommended to have a high school student with this kuleana.
- What is the difference between "Emergency Contact" and "Emergency Contact/Authorized Pick Up"?
Students are released only to individuals who are identified as "Authorized Pickup". These people will be asked for identification at the time of pickup.
- Why am I required to produce an address for these contacts?
Addresses provide additional information that can be used to avoid duplicating persons in the system. It can also assist in establishing accurate relationships for persons with same/similar names.

2026-2027 School Year Finance Information & FAQs

FREQUENTLY ASKED QUESTIONS (FAQ's) FACTS MANAGEMENT

Q: **When will my FACTS account be ready for the 2026-2027 school year and how do I set it up?**
A: **RETURNING STUDENTS:** The Primary Payer and login (username and password) for the 2025-2026 school year will automatically roll-over to the 2026-2027 school year.

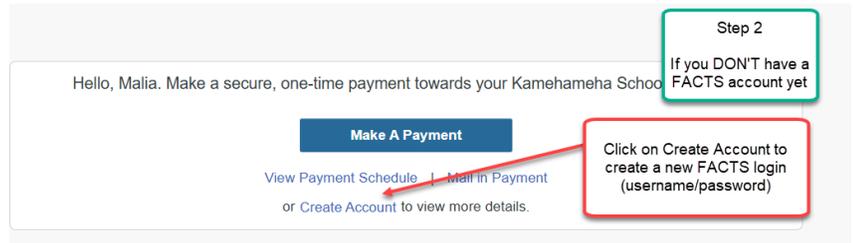
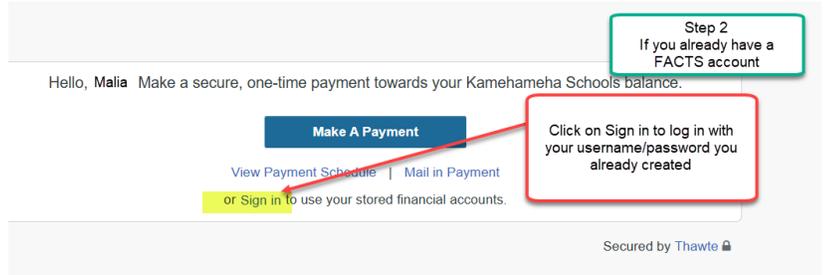
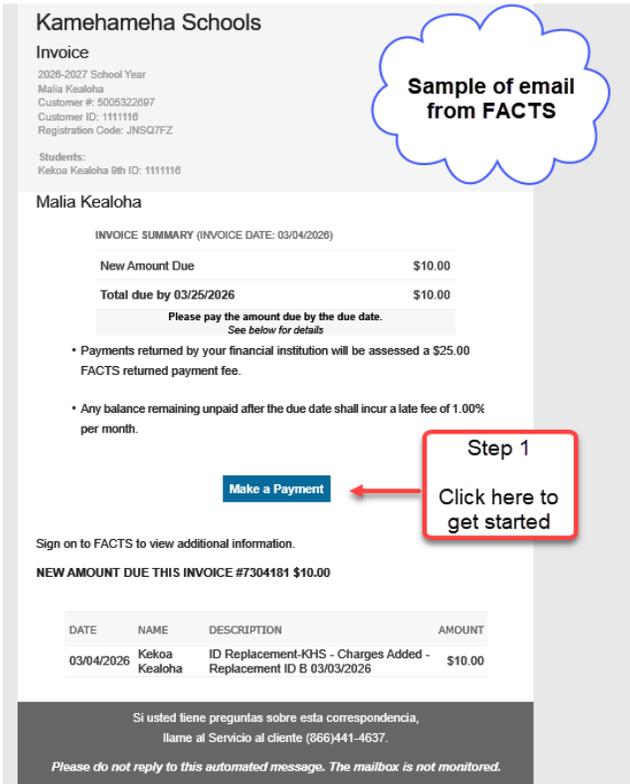
NEW INVITEE STUDENTS: FACTS accounts for **new invitee** students will be set up at the start of the school year. A single designated parent/guardian is identified as the Primary Payer on each student's FACTS billing account. This person receives all communication (invoices/statements/past due notices) from FACTS via email, will have the ability to make online or telephone payments, as well as add on other authorized users to have online access to the account. The Primary Payer is not solely responsible for the financial obligation of the billing account.

The Primary Payer who is identified during online registration is used to create the FACTS billing account.

Upon receipt of the email invoice from FACTS, please click on the link in that email to log into FACTS.

- This allows you to create a username/password if you don't have one created yet, which will allow you to view the details of the charge(s) on your child's billing account.
- Click on this link, login with your username/password to do the following (if applicable):
 - If you have previously applied for financial need through FACTS Grant & Aid using the same email, both your FACTS billing account and your FACTS Grant & Aid account will now be linked to one another.
 - Any new invitee student account will be linked to any other returning students on your FACTS account, provided you're using the same email for all students.

See sample email screenshots below.



If you have more than one child attending Kamehameha Schools and would like to link the accounts on FACTS, please contact the Cashier's Office at (808) 842-8084 for assistance.

Q: How do I make non-electronic monthly payments and how do I avoid the 1% late fee?

A: If paying by check or money order:

- Mail directly with payment stub to the lockbox (address on payment stub).
- Only payments made by personal check, cashier's check, or money order (made payable to Kamehameha Schools) can be processed. Please **DO NOT** mail cash.
- Please write your FACTS customer number and student's name on the check or money order.
- We highly recommend that you do not use the online check payment option offered by your financial institution since those checks are mailed without the payment stub and we may not be able to identify who the payment is intended for.

If paying by cash:

- In person at any First Hawaiian Bank branch (FHB) **with your payment stub**. (There is no charge for this service)
- FHB only accepts the following methods of payment at the branch: Cash, personal check, cashier's check, or money order (made payable to Kamehameha Schools).

Payments received at FACTS or First Hawaiian Bank AFTER the 25th day of the month are assessed the 1% late fee which is computed on the outstanding balance on your account.

To print the payment stub, please refer back to the email invoice sent from FACTS

Hello, Malia. Make a secure, one-time payment towards your Kamehameha Schools balance.

Make A Payment

View Payment Schedule | **Mail in Payment** ← **Click here**
or Create Account to view more details.

To print the invoice payment stub

← Back to Home

Mail In Payment

Step 1
Click on the Print link next to each invoice for which you will be mailing in a payment. Print out the invoices.

Step 2
Cut off the payment stub along the dashed line.

Step 3
Mail your check and payment stub to the address on the printed invoice.

i For a more timely receipt of payments and to avoid mail delays, we encourage you to pay online. **Click here**

Invoices

DUE DATE	TERM	INVOICE NUMBER	DESCRIPTION	ORIGINAL AMOUNT	REMAINING AMOUNT
25 Mar 2026	2026-2027 School Year	7304181	Incidental Expenses Invoice	\$10.00	\$10.00

Click here → **Print**

1 - Print this page
2 - Cut the top portion of the payment stub (dotted line)
3 - Make your check payable to Kamehameha Schools and write the Customer Number on the memo line of your check.
4 - Mail your payment to:
Kamehameha Schools
PO BOX 30580
Honolulu, HI 96820

Customer Number: 5005322697
Payment due by 03/25/2026 \$10.00
When mailing payment, please include the customer number on your check and make payable to:

Malia Kealoaha
1987 Makoukane St
Honolulu, HI 96817

Kamehameha Schools
PO Box 30580
Honolulu, HI 96820

5005322697 0007304181 0000000000 0000000000 0

PLEASE DETACH AND ENCLOSE THIS PORTION WITH PAYMENT. FAILURE TO DO SO MAY DELAY PROCESSING

KAMEHAMEHA SCHOOLS
2026-2027 SCHOOL YEAR
Malia Kealoaha (Customer Number: 5005322697)
Students: Kekoa Kealoaha (9th, ID: 11111116)

INVOICE SUMMARY (INVOICE DATE: 03/04/2026)
New Amount Due \$10.00
Total due by 03/25/2026 \$10.00
Please pay the amount due by the due date.
See reverse side for details.

• Payments returned by your financial institution will be assessed a \$25.00 FACTS returned payment fee.
• Any balance remaining unpaid after the due date shall incur a late fee of 1.00% per month.

Q: What might be billed through FACTS now that there is no tuition?

A: FACTS emails an Incidental Expense Invoice on the 6th of the month starting on August 2026 for certain charges such as lost student ID cards, library fines, lost books, lost/damaged computer equipment.

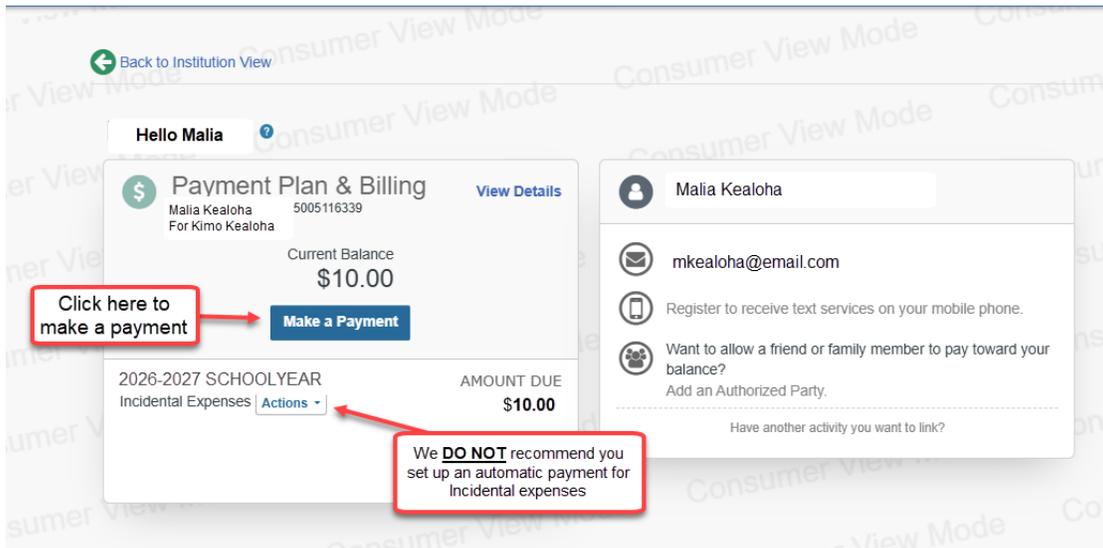
Invoices will be **emailed** to the Primary Payer. Payments can be made electronically by logging on to <https://online.factsmgmt.com> or by telephone by calling FACTS at 1-866-441-4637.

- Credit Card payments: (Visa, MasterCard, Amex or Discover) will be subject to an additional 3.05% convenience fee per transaction.
- Savings or checking account payments: There is no additional service fee for this option, however there is a \$25 fee for each payment returned by the bank.

****IMPORTANT** Please note the company name for this charge on your bank or credit card statement will say FACTS Management, NOT Kamehameha Schools.**

*We highly recommend that you **DO NOT** sign up for automatic payment for incidental invoices.*

Below is an example of what the FACTS page looks like, when you set up your login for your billing account.



GENERAL INFORMATION

Current school year balances for returning students need to be cleared by May 15, 2026, to avoid potential disenrollment of your child and/or rescission of his/her invitation. If you are faced with extenuating circumstances that require financial assistance, please contact:

Kapālama Campus:

Jaz Balberdi, Senior Analyst, Kapālama Finance – (808) 842-8694 or jsbalber@ksbe.edu

Maui Campus:

Debbie Kato, Campus Fiscal Administrator – (808) 573-7035 or dekato@ksbe.edu

Hawai'i Campus:

Jeri-Lynn Spain, Director, Campus Finance – (808) 982-0038 or jespain@ksbe.edu

If you have any questions regarding FACTS Management, your child's billing account or payment questions, please contact Liane Seto at (808) 842-8084 or liset@ksbe.edu or FACTS Customer Service: 1-866-441-4637 (Open 24 hours, 7 days a week)

Campus Contact Information



For assistance with Online Registration Enrollment or KS Account login please contact the Kamehameha Schools Resource Center at (808) 534-8080 or toll free (800) 842-4682 (IMUA), press 7 or your campus unit office.

Hawai`i Campus Unit Office

Elementary School	Divine Chow	(808) 982-0200	dichow@ksbe.edu
Middle School	Kayla Pacheco	(808) 982-0279	kapachec@ksbe.edu
High School	Joy McCollum	(808) 982-0608	jomccoll@ksbe.edu
High School	Shyann Loa	(808) 982-0669	shloa@ksbe.edu

Elementary School Office:	(808) 982-0200	16-714 Volcano Road, Keaau, HI 96749
Middle School Office:	(808) 982-0400	16-712 Volcano Road, Keaau, HI 96749
High School Office:	(808) 982-0600	16-716 Volcano Road, Keaau, HI 96749

Kapālama Campus Unit Office

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:	Steve Cuyno	stcuyno@ksbe.edu	(808) 843-3567
Kapālama High School:	Emory Haire	emhaire@ksbe.edu	(808) 842-8431
Kapālama High School:	Carol Anguay	caanguay@ksbe.edu	(808) 842-8751
Kapālama High School:	Jeanelle Kaleopaa	jakaleop@ksbe.edu	(808) 842-8982

Mauī Campus Unit Office

Māhele Lalo Gr K-5 Office	Sunny Kim	sukim@ksbe.edu	(808) 572-3300
Māhele Luna G 6-8 Office:	Vaea Rodrigues	varodrig@ksbe.edu	(808) 572-4200
Māhele Luna G 9-12 Office:	Charlene Brown	chbrown@ksbe.edu	(808) 573-7000

Preschool Office

Jodi Shimabukuro	(808) 534-8308
Lehua Wright	(808) 534-8321

For assistance with FACTS or billing questions, contact Liane Seto liset@ksbe.edu (808) 842-8084





KAMEHAMEHA SCHOOLS®

MĀLAMA OLA • HEALTH SERVICES DEPARTMENT

Aloha e nā Mākua,

Medical clearance for next school year will soon be upon us. Medical clearance will continue to be processed through our Mo'omō'ali Olakino Electronic Health Record (EHR) Parent Portal. To access the EHR Parent Portal, please login using your KS Account at <https://ohana.ksbe.edu>. All documentation should be uploaded to the EHR Parent Portal as a PDF document or JPG image. Medical clearance begins at the same time as re-enrollment; please complete all submissions by **May 31, 2026**.

HEALTH SUMMARY

Review and update your child's allergies, medications, medical conditions, hospitalizations, and surgeries/procedures. If changes occur during the school year, please update the information.

PHYSICAL EVALUATION

If your child will be entering grades 3, 5, 7, 9, or 11, upload a completed Kamehameha Schools Physical Evaluation Form for your child based on a physical examination that was done on or after **July 1, 2025**. Ensure your child's healthcare provider has completed the form in its entirety and signed the form. Please do not upload the health history checklist on page 1.

A completed physical examination **every 13 months** (12 months, with a one-month grace period) is a condition to participate in a sport.

IMMUNIZATIONS

The Hawai'i Department of Health sets immunization standards for students entering grade 7. Returning students entering grade 8 who did not complete these immunizations last year should complete them. Please upload an immunization record showing your child has received the following immunizations:

- Tetanus, Diphtheria and Acellular Pertussis (Tdap)
- Two (2) doses of Human Papilloma Virus (HPV)
- Meningococcal Conjugate Vaccine (MCV)

REQUEST FOR ADMINISTRATION OF MEDICATION

If your child will need to take or have available a medication on campus that you would like for KS Health Services staff or their designee to administer, please complete a Request for Administration of Medication (RAM) form signed by your child's healthcare provider. The parent/guardian can determine if their child can safely self-administer a medication. However, controlled medications (i.e., narcotics and certain ADHD medication) as well as CBD oil are not permitted to be possessed by students and should be accompanied by a RAM. A separate RAM form should be completed for each medication, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM. Please refer to the Haumāna and 'Ohana Handbook for additional information regarding medication administration.



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MĀLAMA OLA • HEALTH SERVICES DEPARTMENT

SPECIAL CONSIDERATIONS

If your child has a medical condition such as diabetes, seizures, or severe allergy requiring EpiPen, additional health forms should be completed to ensure their safety and full participation in program activities.

Seizure diagnosis: The *Seizure Indemnification Form* and *Medical Clearance for Water Activities for Students with Seizures Form* should be completed by both the parent/guardian and your child’s healthcare provider. A *Request for Administration of Medication (RAM)* form should also be completed for any prescribed rescue medications. Please note that families must identify an adult chaperone for students with seizures participating in water activities. Volunteers serving in this role should complete the KS volunteer process.

Diabetes: The *Diabetes Action Plan* should be completed by both the parent/guardian and your child’s healthcare provider. This form provides critical information for monitoring your child’s health and ensuring that supplies and support are available during program activities. A *Request for Administration of Medication (RAM)* form should be completed for any required prescription medication.

Severe allergy requiring EpiPen: If your child has a severe allergy requiring EpiPen, the medication should be brought to campus with your child each day and a *Request for Administration of Medication (RAM)* form should be completed.

Forms and detailed instructions for completing medical clearance can be found through the *KS Ohana Portal* (<https://ohana.ksbe.edu>) > *Campus Enrollment app* > *Malama Ola forms link*.

Please contact your child’s Health Room if you have any questions or concerns:

KS Hawai’i	KS Kapālama	KS Maui
Elementary School K-8 Health Room 16-714 Volcano Road Kea’au, HI 96749 (808) 982-0411 kshmalamaola@ksbe.edu	Elementary School Kalanimoku Dispensary 225 Bishop Circle Honolulu, HI 96817 (808) 843-3354 keshealthroom@ksbe.edu	Lower Division Elementary School Health Room 275 ‘A’apueo Parkway Pukalani, HI 96768 (808) 572-3222 ksmmalamaola@ksbe.edu
Middle School K-8 Health Room 16-714 Volcano Road Kea’au, HI 96749 (808) 982-0411 kshmalamaola@ksbe.edu	Middle School Middle School Health Room 2125 Ali’i Road Honolulu, HI 96817 (808) 843-3459 kmshealthroom@ksbe.edu	Upper Division Grades 6-8 Middle School Health Room 281 ‘A’apueo Parkway Pukalani, HI 96768 (808) 572-4221 ksmmalamaola@ksbe.edu
High School High School Health Room 16-716 Volcano Road Kea’au, HI 96749 (808) 982-0611 kshmalamaola@ksbe.edu	High School Hale Kukui (SY26-27) 1887 Makuakāne Street Honolulu, HI 96817 (808) 842-8075 kskmalamaola@ksbe.edu	Upper Division Grades 9-12 High School Health Room 270 ‘A’apueo Parkway Pukalani, HI 96768 (808) 573-7073 ksmmalamaola@ksbe.edu

Me ka ‘oia ‘i’o,
Malama Ola Health Services Department



KAMEHAMEHA SCHOOLS®

MĀLAMA OLA • HEALTH SERVICES DEPARTMENT

Checklist for Returning Students Who Will Be in Elementary School SY26-27

Access Mo'omō'ali Olakino - Electronic Health Record (EHR) Parent Portal

- Login using your KS Account at <https://ohana.ksbe.edu> or via Quick Links in the IC portal. For assistance, please contact your Unit Office.
- Complete medical clearance through the EHR Parent Portal by May 31, 2026.**

All Returning Students

- Review and update the Health Summary.
- If applicable, upload a completed Request for Administration of Medication (RAM) form for each medication that will be carried by the student or held on campus. This includes medication that will be held in the Health Room and administered by Health Services staff or designee. Controlled substances including common ADHD medications should be accompanied by a RAM.

Only Returning Students entering **grades 3 or 5**

- Upload a completed Kamehameha Schools Physical Evaluation Form with the date of the physical examination on or after **July 1, 2025**. The Kamehameha Schools Physical Evaluation Form should be used.

All Student-Athletes

- Prior to participating in athletics, upload an updated Kamehameha Schools Physical Evaluation Form at least **every 13 months**. The Kamehameha Schools Physical Evaluation Form should be used. If you are uncertain regarding the date of the last physical exam, please check the EHR Parent Portal.



KAMEHAMEHA SCHOOLS®

MĀLAMA OLA • HEALTH SERVICES DEPARTMENT

Checklist for Returning Students Who Will Be in Middle School SY26-27

Access Mo'omō'ali Olakino - Electronic Health Record (EHR) Parent Portal

- Login using your KS Account at <https://ohana.ksbe.edu> or via Quick Links in the IC portal. For assistance, please contact your Unit Office.
- Complete medical clearance through the EHR Parent Portal by May 31, 2026.**

All Returning Students

- Review and update the Health Summary.
- If applicable, upload a completed Request for Administration of Medication (RAM) form for each medication that will be carried by the student or held on campus. This includes medication that will be held in the Health Room and administered by Health Services staff or designee. Controlled substances including common ADHD medications should be accompanied by a RAM.

Only Returning Students entering **grade 7**

- Upload a completed Kamehameha Schools Physical Evaluation Form with the date of the physical examination on or after **July 1, 2025**. The Kamehameha Schools Physical Evaluation Form should be used.
- Upload documentation of immunizations for Tdap (1 dose), HPV (2 doses), and MCV (1 dose).

All Student-Athletes

- Prior to participating in athletics, upload an updated Kamehameha Schools Physical Evaluation Form at least **every 13 months**. The Kamehameha Schools Physical Evaluation Form should be used. If you are uncertain regarding the date of the last physical exam, please check the EHR Parent Portal.



KAMEHAMEHA SCHOOLS®

MĀLAMA OLA • HEALTH SERVICES DEPARTMENT

Checklist for Returning Students Who Will Be in High School SY26-27

Access Mo'omō'ali Olakino - Electronic Health Record (EHR) Parent Portal

- Login using your KS Account at <https://ohana.ksbe.edu> or via Quick Links in the IC portal. For assistance, please contact your Unit Office.
- Complete medical clearance through the EHR Parent Portal by May 31, 2026.**

All Returning Students

- Review and update the Health Summary.
- If applicable, upload a completed Request for Administration of Medication (RAM) form for each medication that will be carried by the student or held on campus. This includes medication that will be held in the Health Room and administered by Health Services staff or designee. Controlled substances including common ADHD medications should be accompanied by a RAM.

Only Returning Students entering **grade 9 or 11**

- Upload a completed Kamehameha Schools Physical Evaluation Form with the date of the physical examination on or after **July 1, 2025**. The Kamehameha Schools Physical Evaluation Form should be used.

All Student-Athletes

- Prior to participating in athletics, upload an updated Kamehameha Schools Physical Evaluation Form at least **every 13 months**. The Kamehameha Schools Physical Evaluation Form should be used. If you are uncertain regarding the date of the last physical exam, please check the EHR Parent Portal.

Mo'omō'ali Olakino (EHR) Parent Portal

Medical Clearance Guide for K-12 Parents

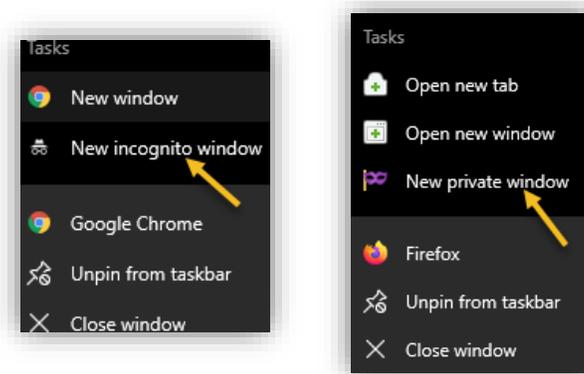
March 2026

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Logging In

1. Use Chrome Incognito Window or Firefox Private Window for your browser.

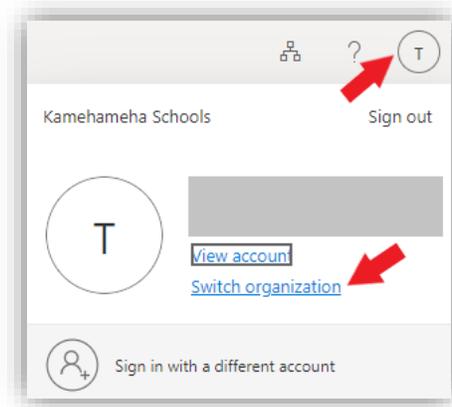


2. Go to <https://ohana.ksbe.edu/> and log in using your personal email that is on record with KS.

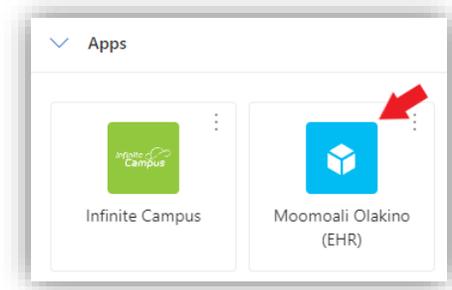


3. It should have the Kamehameha Schools icon on the upper left-hand corner. If it doesn't, click on the icon on the upper right-hand corner, then select 'Switch organization' and select your Kamehameha Schools account.

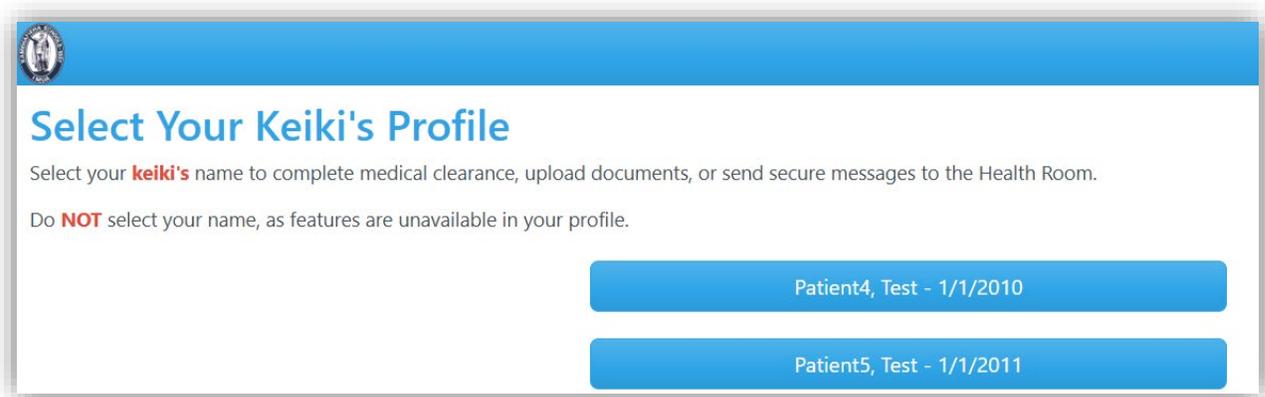




4. Once in your Kamehameha Schools account, select the Mo'omō'ali Olakino application.



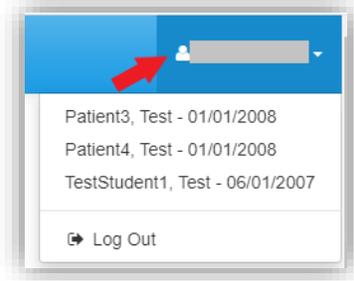
5. Select the child you wish to complete medical clearance for.



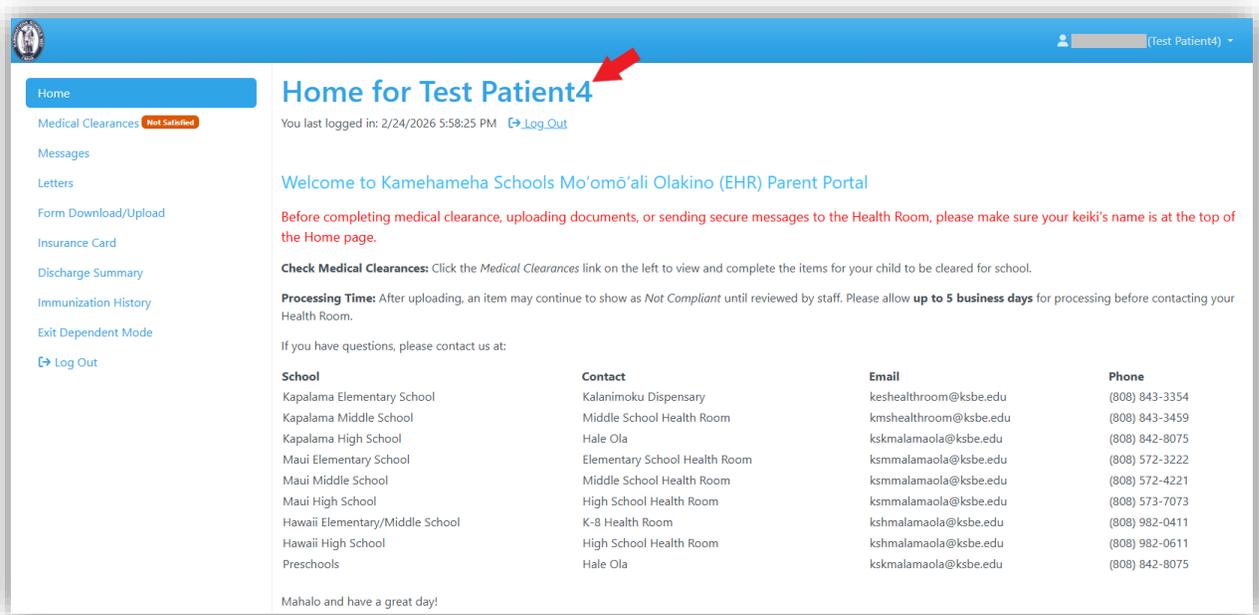
- a. Note: At the bottom of the list, you will see the option to "Proceed as <your name>". **Do NOT select this option.**



- b. If you accidentally select this option, click on your name in the upper right-hand corner, then select the child you wish to complete medical clearance for.



- Once logged in, the Home page will appear with your child’s name. **Ensure that you are in your child’s Home page before completing medical clearance, uploading documents, and sending secure messages to the Health Room.**



Complete Medical Clearance

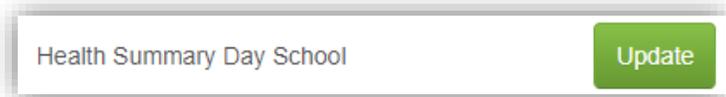
1. Select **Medical Clearance** to view the necessary criteria to complete medical clearance.

Note: Criteria will vary based on student status (new or returning), grade, etc.



Health Summary: Completed every year prior to the start of school and can be updated throughout the school year.

1. Select **Update** next to *Health Summary Day School*.



2. Review the health history listed for your child.
3. If everything is up-to-date, select **Looks Good**.

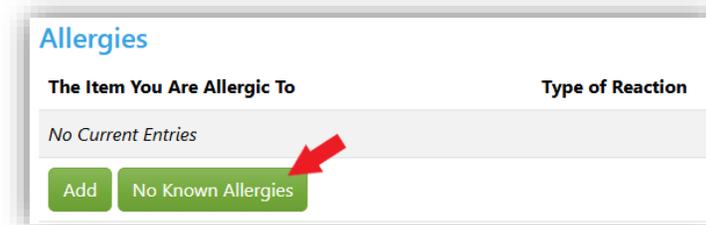


4. If anything needs to be added or changed, select **Additions/changes are needed**.

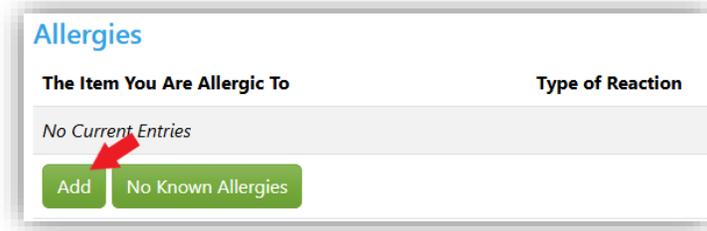


Allergies: Enter any allergies, including food and medication allergies, that your child has.

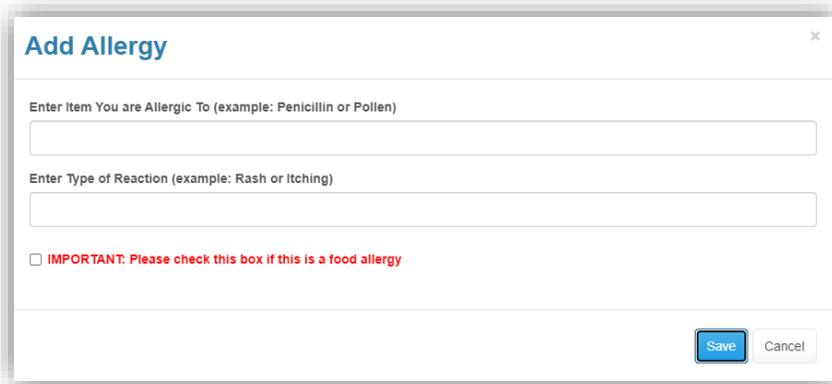
1. If your child does not have any allergies, select **No Known Allergies**.



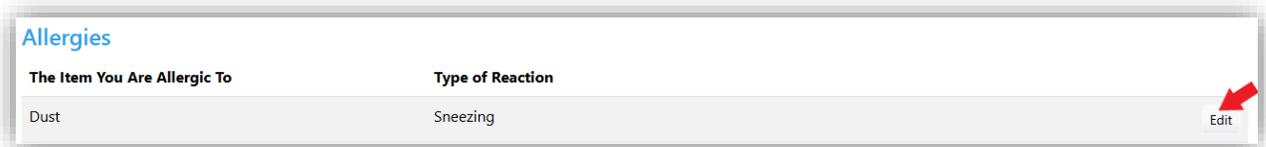
2. Select **Add** to add an allergy to your child’s health history.



3. A pop-up window will open to enter the allergy. Add what your child is allergic to and the type of reaction.
4. If it is a food allergy, please check the appropriate box.
5. Select **Save**.



6. To edit any of the listed allergies, select **Edit**.
*Note: If you would like to remove an allergy that has been diagnosed by a provider in a prior Physical Evaluation Form, note, etc., a current provider’s note stating that the student is no longer allergic to the item is needed. Please upload this document in the **Form Download/Upload** section, under the **Miscellaneous** category.*



7. A pop-up window will open. Enter details of why you are requesting to change the allergy. Select **Save**.

Medication: Add all medications that your child is currently taking along with the dosage.

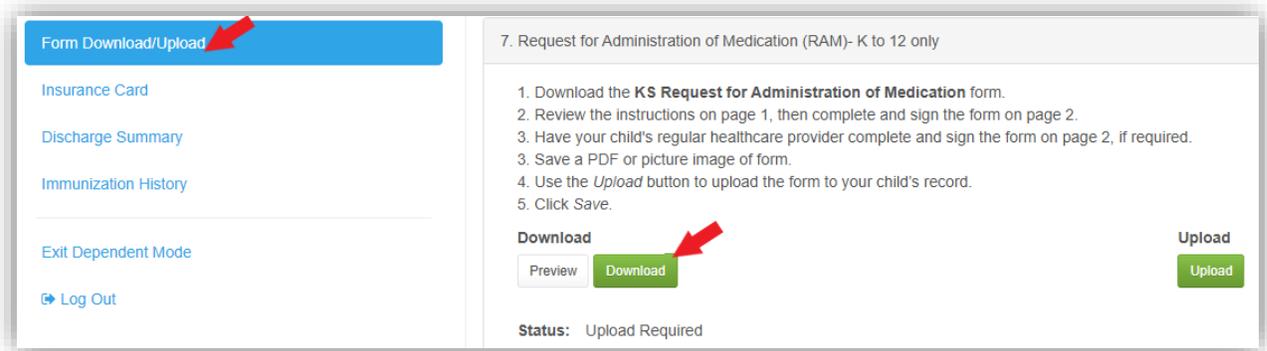
1. If your child does not take any medications, select **No Current Medications**.

2. To add the medication, select **Add**.

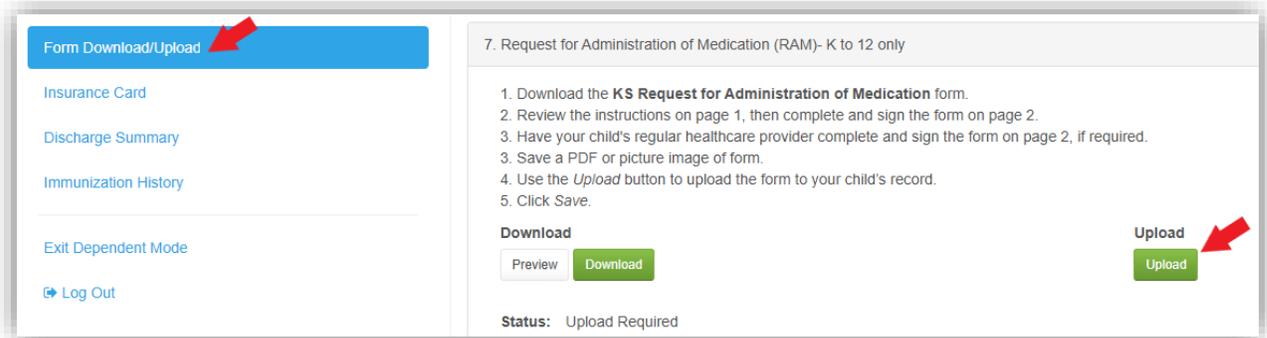
3. A pop-up window will open. Enter the medication name, dosage, and frequency. Do not abbreviate any medication names.
4. Select **Save**.

5. If the medication will be administered during school hours, either by Health Room staff or self-administered by your child, please complete a separate Request for Administration of Medication (RAM) form for each individual medication.

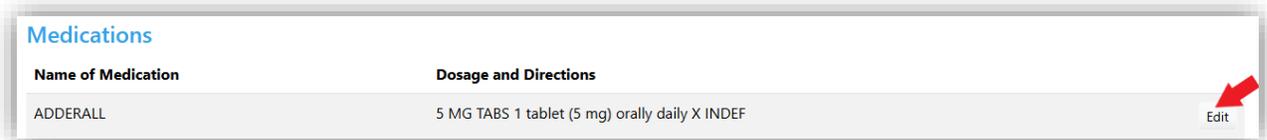
- a. Go to the **Form Download/Upload** section, then scroll to **Request for Administration of Medication (RAM)**.
- b. Select **Download** to download the RAM form.



- c. Complete the form then select **Upload** to upload the RAM as a scanned PDF or picture from your device.



- d. Once uploaded, you will be able to review the document before submitting it.
 - e. Select **Looks Good**.
 - f. Then select **Save** at the bottom of the page.
6. To edit any of the listed medications, select **Edit**.



- 7. A pop-up window will open. Enter details of why you are requesting to change the medication. Select **Save**.

Edit Medication [X]

Please specify the requested change and details to this medication:

ADDERALL; Dosage: 5 MG TABS 1 tablet (5 mg) orally daily X INDEF

No longer taking this medication (please give discontinuation date and reason below)

Never started this medication

Taking medication but Dosage/Directions are not correct (please supply the correction below)

Details

[Save] [Cancel]

Medical Conditions: Enter any medical conditions for which your child has received medical care within the last 5 years and/or have required an overnight admission to the hospital.

1. If your child does not have any medical conditions, select **No Known Medical Conditions**.

Medical Conditions

No Current Entries

[Add] [No Known Medical Conditions]

2. To add a new medical condition, select **Add**.

Medical Conditions

No Current Entries

[Add] [No Known Medical Conditions]

3. Select any condition from the list of most common medical conditions by clicking on it.

Add Medical Condition

Medical

Only enter Medical Conditions for which you have received medical care within the last 5 years and/or have required an overnight admission to the hospital.

In the comments section of the medical condition, **please indicate the severity of the condition and any triggers that might cause the condition to flare or worsen.**

Select Items directly from the list below or select **Add Other Conditions** to add items that are not on the list.

[ADD/ADHD](#) [Allergic Rhinitis/Hay Fever](#)

[Anxiety](#) [Asthma/Reactive Airway Disease](#)

[Atopic Dermatitis/Eczema](#) [Concussion \(current\)](#)

[Concussion \(resolved\)](#) [Depression](#)

[Diabetes](#) [Environmental Allergies](#)

[Headache](#) [Hearing Loss/Disorders](#)

[Heart Conditions](#) [Migraines](#)

[Scoliosis](#) [Seizure Disorder](#)

[Vision Disturbance/Glasses](#)

4. In the comments section of the medical condition, please indicate the severity of the condition and any triggers that might cause the condition to flare or worsen. Select **Save**.

Allergic Rhinitis/Hay Fever [X]

Approximate Age at Onset

Comment

Save Cancel

5. If you do not see a condition on the list, select **Add Other Conditions**, enter condition details, then select **Save**.

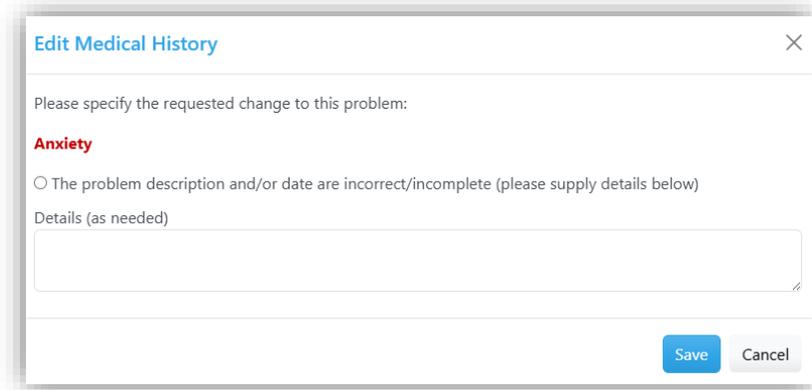


6. To edit any of the listed medical conditions, select **Edit**.

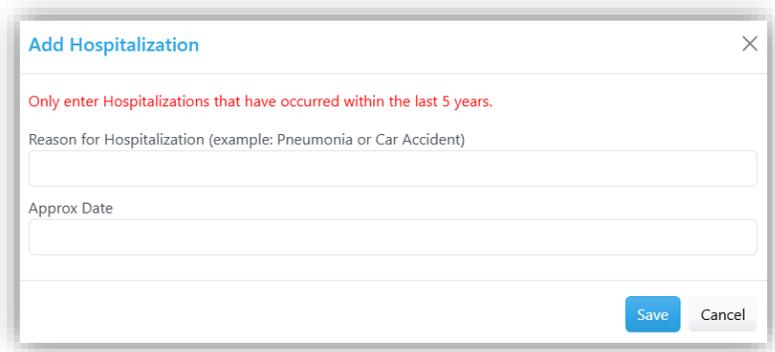
*Note: If you would like to remove a medical condition that has been diagnosed by a provider in a prior Physical Evaluation Form, note, etc., a current provider's note stating that the student no longer has the medical condition is needed. Please upload this document in the **Form Download/Upload** section, under the **Miscellaneous** category.*



7. A pop-up window will open. Enter details of why you are requesting to change the medical history. Select **Save**.



Hospitalizations and Surgeries: Go through the same process as above to enter Hospitalizations and Surgeries/Procedures within the last 5 years or related to a current medical condition. Include the approximate date.



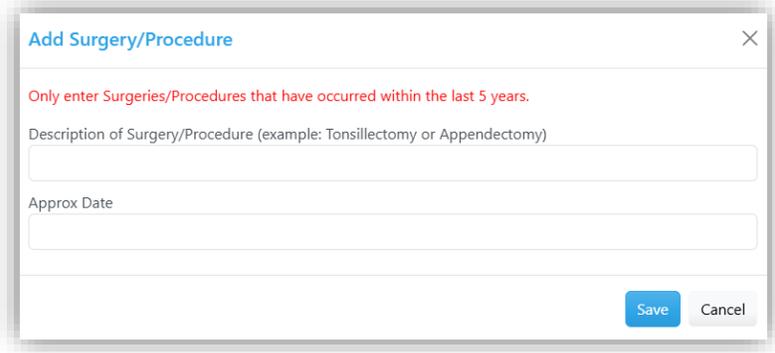
Add Hospitalization [Close]

Only enter Hospitalizations that have occurred within the last 5 years.

Reason for Hospitalization (example: Pneumonia or Car Accident)

Approx Date

Save Cancel



Add Surgery/Procedure [Close]

Only enter Surgeries/Procedures that have occurred within the last 5 years.

Description of Surgery/Procedure (example: Tonsillectomy or Appendectomy)

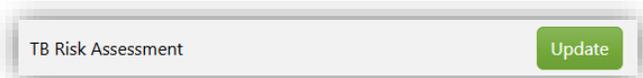
Approx Date

Save Cancel

After you finish editing the Health History, remember to select Done at the top or bottom of the page to save all of your changes!

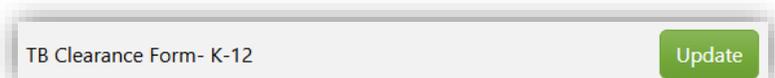
TB Risk Assessment: Completed by new students.

1. Select **Update** next to *TB Risk Assessment*.



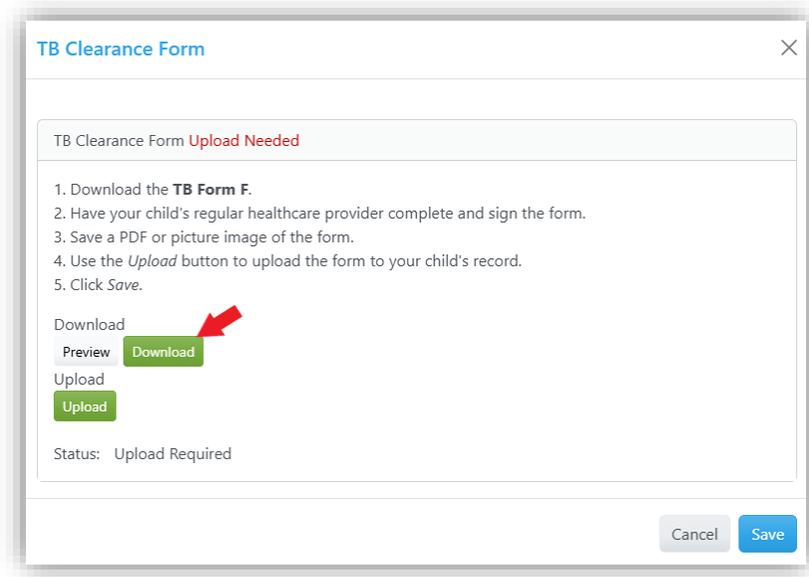
TB Risk Assessment [Update]

2. Answer all 11 questions and select **Submit** at the bottom of the screen.
3. If you answered 'No' or 'N/A' to all of the questions, this satisfies your child's TB Risk Assessment for medical clearance.
4. If you answered 'Yes' to any of the questions, you will need to provide TB Clearance obtained by your child's primary healthcare provider.
 - a. **TB Clearance Form- K-12** will be added. Select **Update**.

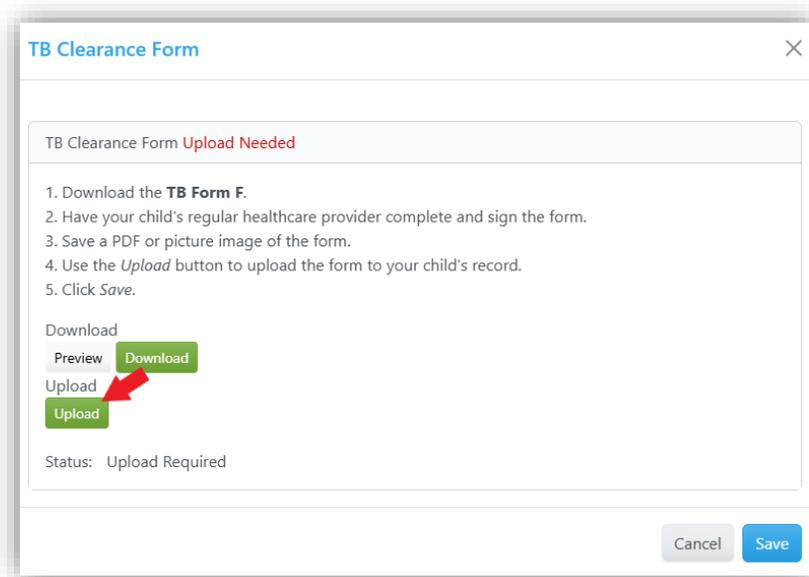


TB Clearance Form- K-12 [Update]

- b. Select **Download** to download a copy of Form F to be completed by your child's provider.



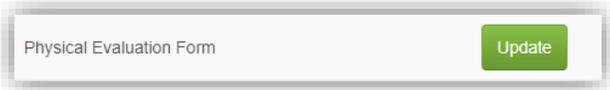
- c. Select **Upload** to upload the completed Form F as a scanned PDF or picture from your device.



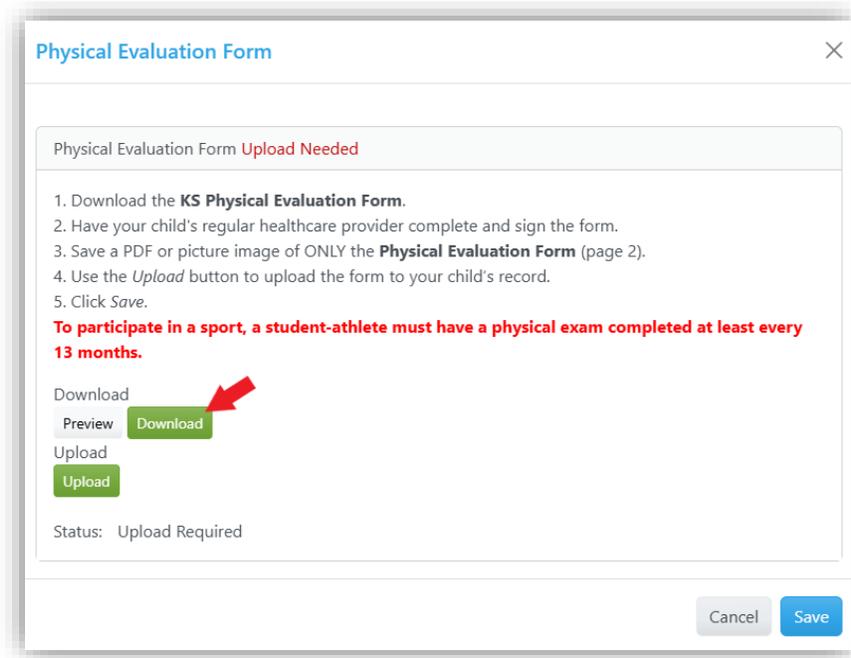
- d. Once uploaded, you will be able to review the document before submitting it.
- e. Select **Looks Good**.
- f. Then select **Save**.

Physical Evaluation Form: Submitted by new students and returning students entering grades 3, 5, 7, 9, and 11.

- 1. Select **Update** next to *Physical Evaluation Form*. A pop-up window will open.

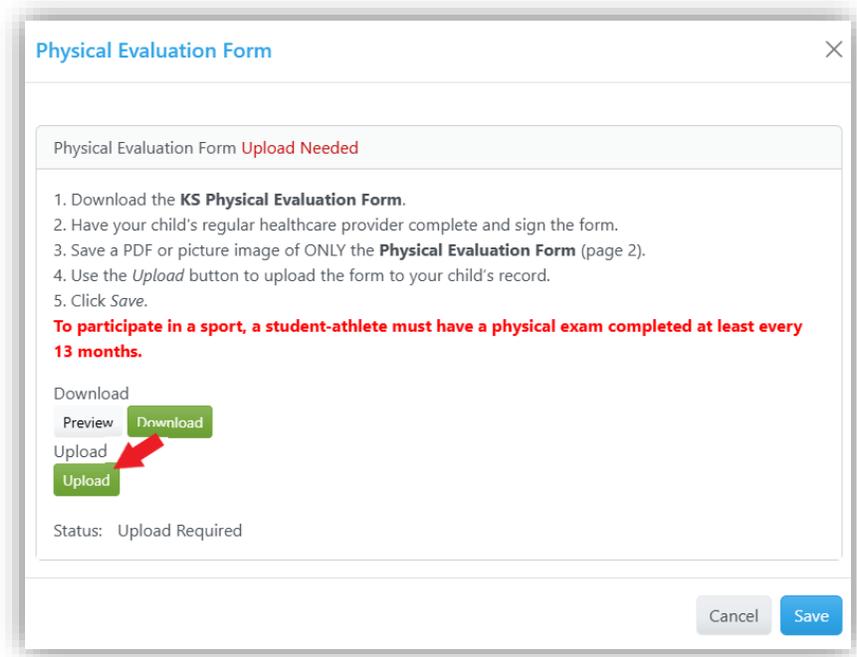


2. Select **Download** to download a copy of the Physical Evaluation form.



3. Select **Upload** to upload the completed Physical Evaluation form as a scanned PDF or picture from your device.

NOTE: Only the page signed by your child's health care provider should be uploaded to the portal. Do not upload the first page - this is to be completed prior to your child's physical and is for your child's health care provider's reference.



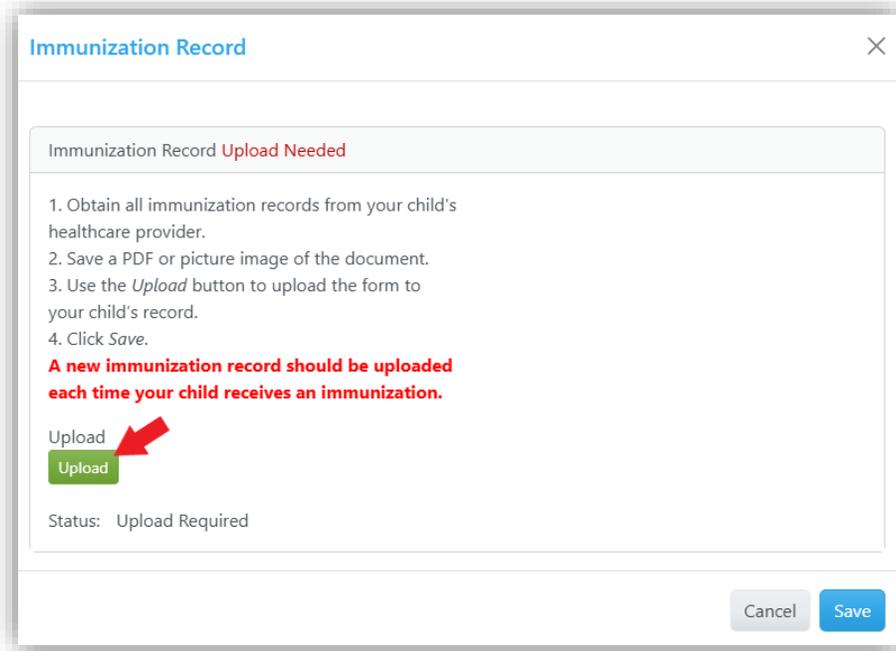
4. Once uploaded, you will be able to review the document before submitting it.
5. Select **Looks Good**.
6. Then select **Save**.

Immunization Record: All new students submit an immunization record with up-to-date immunizations. *If you have an immunization exemption, please call your designated health room for further assistance.*

1. Select **Update** next to *Immunization Record*. A pop-up window will open.



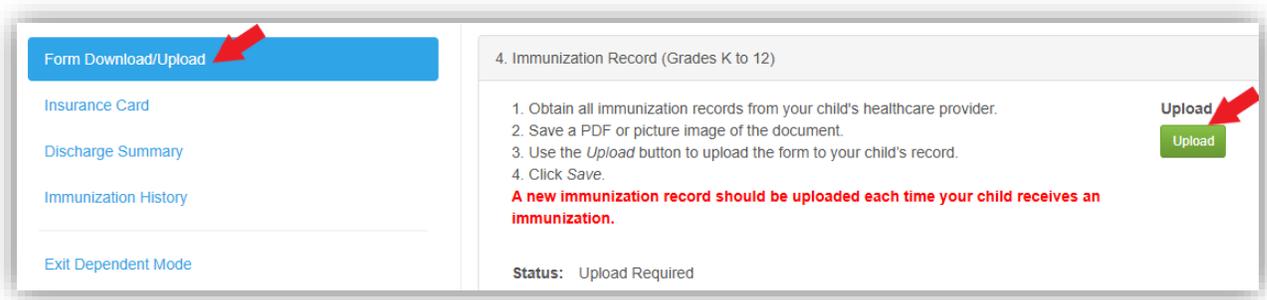
2. Select **Upload** to upload the immunization record as a scanned PDF or picture from your device.



3. Once uploaded, you will be able to review the document before submitting it.
4. Select **Looks Good**.
5. Then select **Save**.

Additional 7th Grade Immunizations

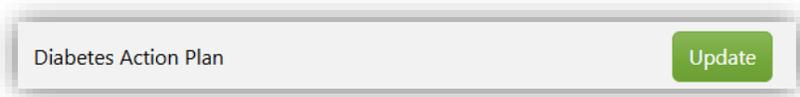
1. The Hawai'i Department of Health also requires that all students entering 7th grade receive the following immunizations:
 - a. Tetanus, Diphtheria and Acellular Pertussis (Tdap)
 - b. Two (2) doses of Human Papilloma Virus (HPV)
 - c. Meningococcal Conjugate Vaccine (MCV)
2. Upload an immunization record that shows that your child received these immunizations.
 - a. Go to the **Form Download/Upload** section, then scroll to **Immunization Record**.
 - b. Select **Upload** to upload the immunization record as a scanned PDF or picture from your device.



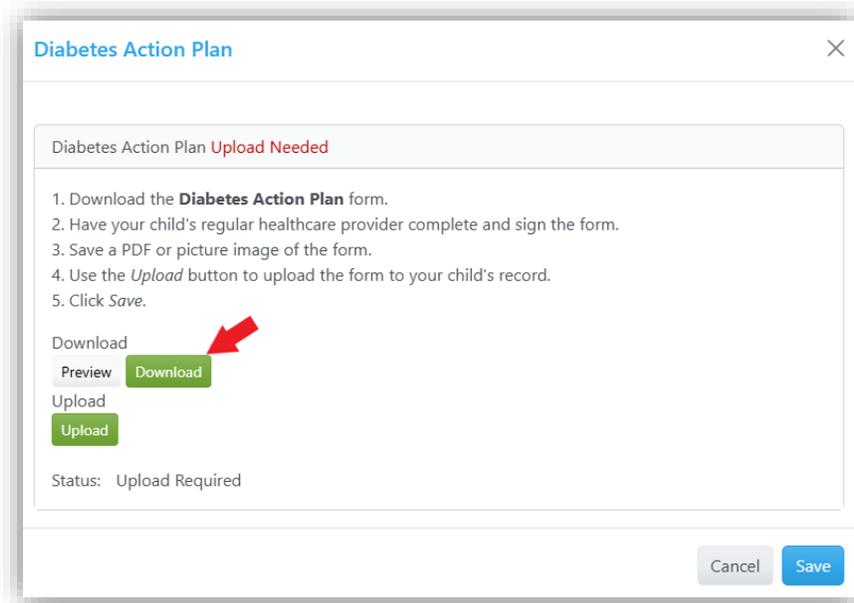
- c. Once uploaded, you will be able to review the document before submitting it.
- d. Select **Looks Good**.
- e. Then select **Save** at the bottom of the page.

Medical Conditions and Additional Forms

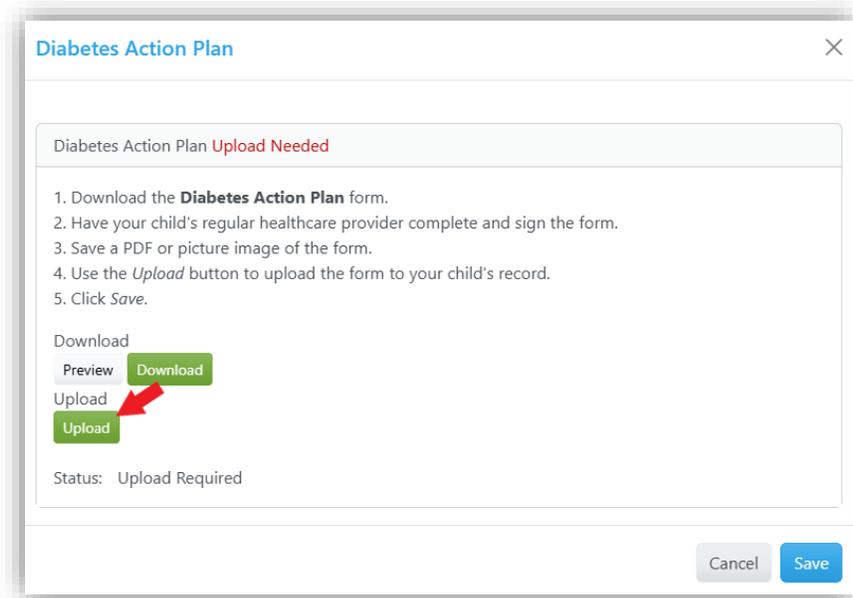
1. If your child has **diabetes, seizures, asthma, and/or severe allergic reactions**, please complete additional forms and/or intake form questionnaires to ensure that your child can safely participate in school and activities.
2. A nurse will review your child’s chart and determine if there are additional forms and/or intake form questionnaires for completion. These will be displayed in the **Medical Clearances** section of the EHR Parent Portal for you to complete.
3. Select **Update** next to the additional medical clearance item.



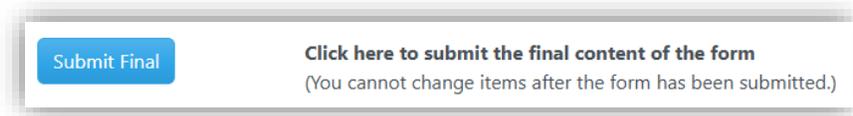
4. Forms:
 - a. A pop-up window will open.
 - b. Select **Download** to download a copy of the form.



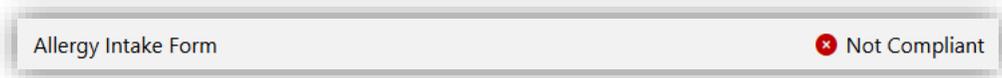
- c. Select **Upload** to upload the completed form as a scanned PDF or picture from your device.



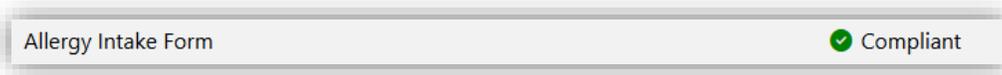
- d. Once uploaded, you will be able to review the document before submitting it.
 - e. Select **Looks Good**.
 - f. Then select **Save**.
5. Intake form questionnaires: Answer all questions and select **Submit Final** at the bottom of the screen.



6. After submitting your form or intake form questionnaire, the Status will show as 'Not Compliant' until reviewed by a nurse.



7. Once a nurse has reviewed the form or intake form questionnaire responses, the item will turn 'Compliant'.



Completion of Medical Clearance

1. After you have entered all information for medical clearance, the information will be automatically sent to the nurse for review.
2. Please allow 5 business days for processing before reaching out to your designated Health Room.
3. A nurse will contact you if any further information is needed regarding your child's medical condition, allergies, and/or medications.
4. Once all information is reviewed and verified, the **Overall Clearance Status** will have a green checkmark in the Medical Clearances tab.

Overall Clearance Status: 

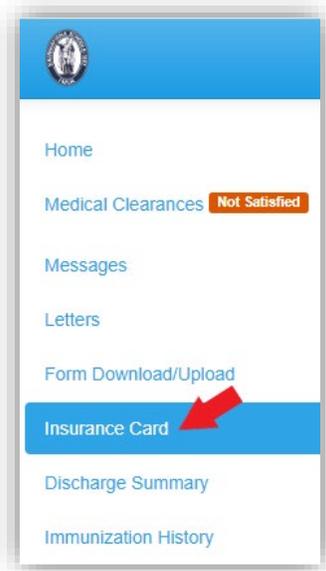
5. This information will be reflected in Infinite Campus the following day.

Residential Life Students

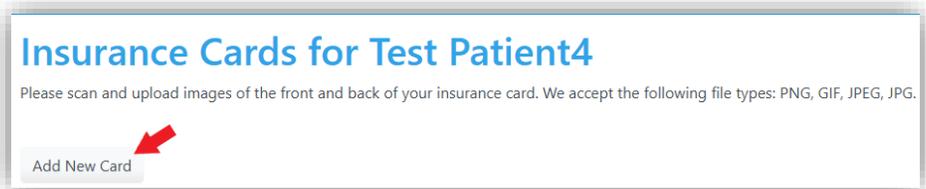
Uploading Insurance Card

If your child is a Residential Life student, please upload their medical insurance information.

1. Select **Insurance Card** on the left-hand panel.



2. Select **Add New Card**.



3. Enter your insurance card details in the pop-up.

Add Insurance Card

Member Name **Upload Front Image**

Member ID **Upload Back Image**

Group Number

Plan Provider

Plan Type

Copay

Full Address

Web Address

Phone Number

Save **Cancel**

4. Upload a picture of the front of your insurance card by selecting **Upload Front Image** and selecting a scanned PDF or picture from your device.



5. Once uploaded, you will be able to review the document before submitting it.
6. Select **Looks Good**.
7. Upload a picture of the back of your insurance card by selecting **Upload Back Image** and selecting a scanned PDF or picture from your device.



8. Once uploaded, you will be able to review the document before submitting it.
9. Select **Looks Good**.
10. After reviewing everything that you entered, select **Save**.

