



## Aloha and Welcome to Online Registration (OLR)

OLR begins the enrollment process for New or Transferring\* students to the Hawaii Department of Education (HIDOE).

**This OLR guide is for parents who do NOT have an Infinite Campus Portal account.**

### IMPORTANT THINGS TO NOTE:

If you have an Infinite Campus Parent Portal Account, use OLR via [the Portal](#).

If you are a new family to HIDOE or do not have a Parent Portal account, then use [this weblink](#).

It is not required to submit an application for students continuing to the next grade level in the same school or for students in a terminal grade at a HIDOE school that feeds into another HIDOE school.

**\*Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR application.**

If your family is experiencing unstable housing\*\* please go to the school office to enroll. School staff can better assist you and connect you with helpful resources. If you are unable to go to the school office, contact a [community liaison](#) in your area.

*\*\*in a shelter, on the beach/park/campground, in a motel/hotel, in a car, abandoned building, on the street, living temporarily with others due to loss of housing or economic hardship, inadequate living accommodations (collapsed house, lack of water or electricity), or an unaccompanied youth experiencing any circumstances listed.*

For information on enrollment in public preschool programs (e.g., EOEL, SPED), click the links provided.

- [Executive Office on Early Learning \(EOEL\)](#)
- [Child Find](#)

### REQUIRED DOCUMENTS:

To complete the OLR application for your child, you will need to upload these mandatory documents. Each uploaded document is limited to 3MB maximum. If you are unable to upload documents, you cannot use this method to begin enrollment for your child. Please [contact the school](#) within your area to enroll in-person or if you have questions regarding the documents or process.

- **A valid photo ID** of the parent/guardian enrolling the child (e.g., driver's license, passport, State ID).
- **Completed Enrollment Form (SIS-10W)**. Download the Enrollment Form using this link ->[SIS-10W form](#). One form needs to be completed for each child enrolling. Suggestion: Download SIS-10W form and fill out in Adobe instead of opening within the browser.
- **Proof of current address**. Documentation indicating that the parent/legal guardian of the child resides at an address within the school's attendance boundary. Use the [School Site Locator](#) to see school district boundaries and explore school locations. Preferred documentation to establish proof of residence is listed below. At least one document is required for online registration, however a school may request additional documentation.

- Rental/lease agreement, mortgage document, or current real property assessment document in the parent/guardian's name. A signed and accepted offer to a lease agreement from the leasing office is acceptable, if the following are included: Parent/legal guardian's name and signature with date of acceptance; residential address; effective date of offer; available unit date; and, deadline to respond date.
- Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian's name and is being sent to the house; and
- If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation:
  - (a) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
  - (b) Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
  - (c) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
  - (d) A copy of the relative/friend's proof of legal residence must be attached to the notarized statement;
  - (e) Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence
- **Kindergarten enrollment only:** Supplemental Kindergarten Enrollment Form (SKEF). Download the SKEF form using this link -> [Supplemental Kindergarten Enrollment Form \(PDF\)](#) .
- **First-time enrollments to HDOE only:** Home Language Survey (HLS). Download the HLS form using this link -> [Home Language Survey \(PDF\)](#).

**After your application is submitted, the school will contact you with additional instructions to complete your child's enrollment.** For example, students are required to provide additional forms such as TB clearance, Emergency Card, and the Student Health Record (Form 14).

For further information on registration or OLR, visit the DOE homepage, "[How to Enroll!](#)" and/or [contact the school](#) directly.

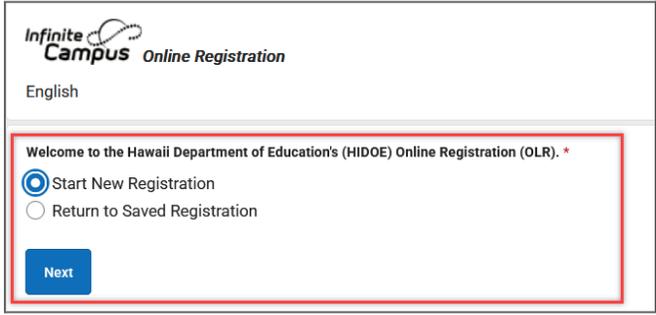
### **NAVIGATION STEPS: USING THE WEBLINK TO SUBMIT AN OLR APPLICATION (i.e. no Parent Portal)**

Action	Screen
<b>Step 1</b> Log into the Infinite Campus Online Registration via this <a href="#">web/kiosk link</a> .	

**Step 2**  
After logging in, click the button next to **<Start New Registration>** and then click **<Next>**.

If you started a registration previously and have the application number, click “Return to Saved Registration”.

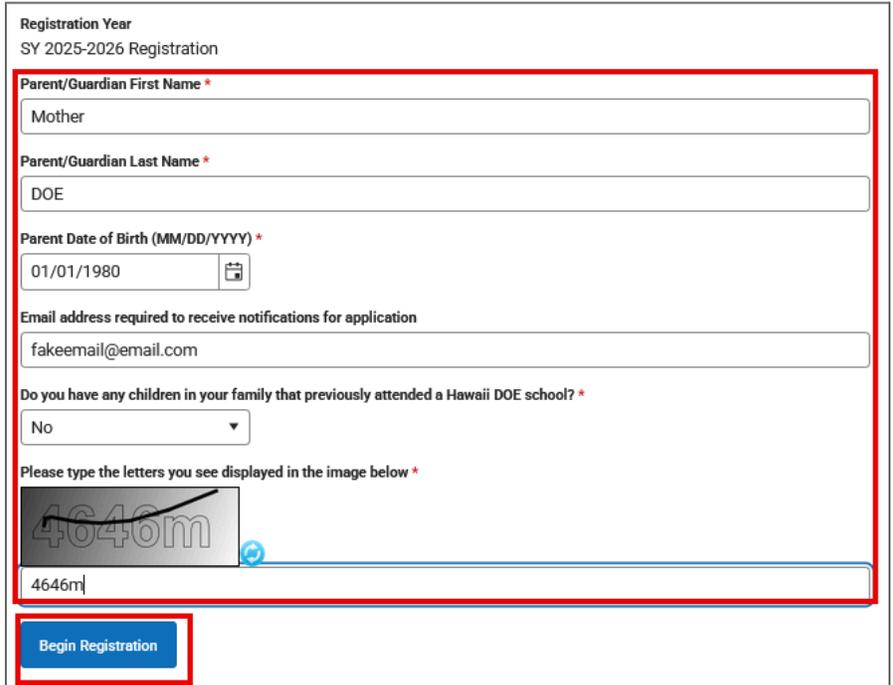
All **required** fields will have a red asterisk (\*).



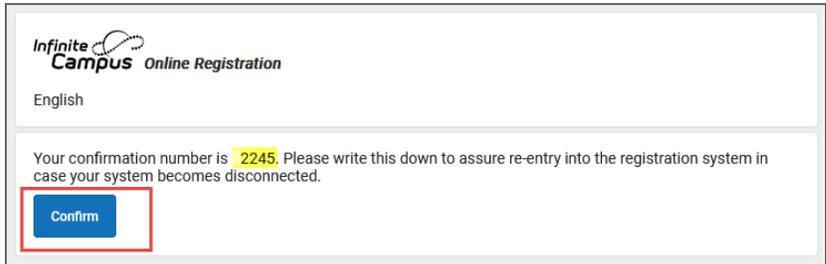
- Step 3**
1. Review the options carefully and choose the correct School Year (SY).
  2. Click **<Start>**.



- Step 4**
1. As the parent/guardian completing this registration, **type in your demographic information.**
  2. If you have/had a child that currently or previously attended a Hawaii Dept. of Education school, select, “Yes” from **<Previously Attended this District>**. This will alert the school that your information exists in the student information system.
  3. **Enter the letters or numbers** that appear in the CAPTCHA box in the field provided. Note: it is case sensitive.
  4. Click **<Begin Registration>**.



- Step 5**
1. Make note of the confirmation number. You will need to enter a confirmation number when returning to a saved application or when inquiring at the school.
  2. Click **<Confirm>**.



### Step 6

1. Read the message and confirm your identity by typing your first and last name.
2. Then click **<Submit>**.

Welcome Mom Doe! Please type in your first and last name in the box below.  
By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

### Step 7

1. Review the instructions and have the applicable documents ready to upload.
2. Complete the fillable forms, such as the SIS-10W form by clicking on the link on the screen. **Suggestion: download form(s) and fill out in Adobe instead of opening within the browser.**
3. Click **<Click Here to Begin>**.

### Aloha and Welcome to Online Registration (OLR)!

OLR begins the enrollment process for New or Transferring\* students to the Hawaii Department of Education (HIDOE).

\*Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR

**INSTRUCTIONS:**  
**Existing or Former HIDOE families:** Use Online Registration via your **Parent Portal** account. Please follow these Online Registration [Parent Portal instructions](#).  
**New HIDOE families or those who do not have a Parent Portal account:** Use OLR via the **online kiosk/weblink**. Please follow these OLR [kiosk/weblink instructions](#).

**REQUIRED DOCUMENTS:**  
In order to complete the OLR application for your child, you will need to upload these mandatory documents. If you are unable to do so, you cannot use this method to begin enrollment for your child. Please contact the school near your area.

- > A valid photo ID for parent/guardian (e.g. drivers license, passport, State ID).
- > A completed SIS10W form. DOWNLOAD and COMPLETE this [fillable SIS10W](#) form BEFORE PROCEEDING.
- > Student Birth Certificate. If from a foreign country, the student's passport or visa is acceptable.
- > Proof of address.
- > **Kindergarten enrollment only:** Supplemental Kindergarten Enrollment Form (SKEF). Downloadable [SKEF](#) form.
- > **First-time enrollments to HIDOE only:** Home Language Survey (HLS). Downloadable [HLS](#) form.

Each uploaded document is limited to 3MB maximum. Required fields are marked with red font/red asterisk. HIDOE will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation. Do not use hyphens, okinas, or kahakos. Dates should be entered as mm/dd/yyyy and phone numbers as xxx-xxx-xxxx.

After your application is submitted, the school will contact you with additional instructions to complete your child's enrollment. For example, students are required to provide additional forms such as TB clearance, Emergency Card, and the Student Health Record (Form 14).

For further information on registration or OLR, visit the DOE homepage, "[How to Enroll](#)" and/or [contact the school](#) directly.

### Step 8

The Student(s) Primary Household  
-Primary Phone screen:

1. **Enter the 10-digit Primary Phone Number.** If there is no home phone number, enter the parent/guardian's contact phone number who is most likely to respond to calls from the school.
2. **Click <Next>**.

1 Student(s) Primary Household      2 Parent/Guardian      3 Student

✓ Primary Phone

Primary Phone \*

Home Address

### Step 9

The *Student(s) Primary Household -Home Address* screen:

1. **Enter your physical address.** Do not use dashes, okina, or kahako.

**Home Address**

\*Please verify or add the information below. Please update any information that is incorrect. Please do not enter the entire address into the street name field.  
**Example:** If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Blvd,etc. field. Please enter addresses without a dash, okina, or kahako.

Street Number *	N,S,E,W	Street Name Only *	St, Ave, Blvd, etc.	N,S,E,W	Apt/Bldg
555		Happy	Skwy		

City *	State *	Zip *	Ext.	County
Happy	HAWAII	55555		

Clear Address Fields

### Step 10

The Proof of Residency and Identity documents are required.

1. **Click <Upload Proof of Residency>** and upload your document.
2. **Click <Upload Proof of Identity>** and upload a valid photo ID for parent/guardian (e.g., drivers license, State ID).
3. Optional: Click <Upload Additional Doc> and upload other forms required by your school. For example, the Supplementary Kindergarten Enrollment Form, MV1 or the HLS form.
4. **Click <Next>**.

Click to upload Proof of Residency to prove residence in the district. \*

Upload Proof of Residency Drop files here to select

11.66 KB

Click to upload acceptable forms of ID: drivers license, passport or State ID. \*

Upload Proof of Identity Drop files here to select

Click to upload additional forms as required by your school.

Upload Additional Doc Drop files here to select

< Previous Next >

Note: Each uploaded document is limited to 3MB in size.

### Step 11

The *Mailing Address* screen:

1. If you have a separate Mailing address, select “Yes”. Input information into the address fields.
2. **Click <Save/Continue>**.

**Mailing Address**

Does this household receive mail at a different address? \*

Yes

Post Office Box *	Street Number	N,S,E,W	Street Name Only *	St, Ave, Blvd, etc.	N,S,E,W	Apartment
<input type="checkbox"/>	88888888		Happy	Skwy		

City *	State *	Zip *	Ext.	County
Happy City	HAWAII	88888		

Clear Address Fields

< Previous

Save/Continue

**Step 12**

Add Parent/Guardian Title screen:

Click **<OK>**.

**Step 13**

The Parent/Guardian -Demographics screen:

1. Review and edit the Parent/Guardian information.  
Note: not all fields are editable.
2. Click **<Next>**.

**Step 14**

The Parent/Guardian -Contact Information screen:

1. Review and edit the Contact Information.
2. At least one phone number must be entered.
3. Click **<Save/Continue>**.

### Step 15

Return to the Parent/Guardian screen:

1. To add another Parent/Guardian, click <Add New Parent/Guardian> and repeat steps 13 and 14.
2. When all parent/guardian information has been entered, click <Save/Continue>

Parent/Guardian

FIRST NAME	LAST NAME	GENDER	COMPLETED
Mother	DOE	F	COMPLETED

[Add New Parent/Guardian](#)

Please list all primary Parent/Guardians in this area.

< Back [Save/Continue](#)

### Step 16

The Student screen:

Click <Add New Student>.

Student

FIRST NAME	LAST NAME	GENDER	SCHOOL	COMPLETED
No records available.				

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Mother DOE	Already in this application as a Parent/Guardian

[Add New Student](#)

Please include all students that need to be enrolled.

< Back

### Step 17

The Student -Demographics screen:

1. Enter the student's information, including the legal name of your child.
2. For Enrollment Grade and Home School, select the grade level and school requested in this application (i.e. step 3).
3. If you have an approved Geographic Exception (GE) form, select that school as the home school and check the Geographic Exception checkbox.

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter names without a dash, okina, or kahako.

Legal First Name \*  Gender \*  Enrollment Grade \*

Middle Initial  Birth Date \*  [Click on this link to find your home school](#)

Or

Has no middle name

Home School \*

Check box if this is a Geographic Exception

Legal Last Name \*

Suffix

### Step 18

Proof of Identity documentation and the Enrollment Form are required.

1. Click **<Upload Proof of Birth>** and upload a valid photo ID for the student (e.g. Birth Certificate, Passport).
2. Click **<Upload Enrollment Form>** and upload the completed SIS 10W enrollment form.
3. Optional: Click **<Upload Additional Doc>** and upload other forms required by your school. For example, the Supplementary Kindergarten Enrollment Form, MV1 or the HLS form.
4. Click **<Next>**.

Click to upload acceptable items for Proof of Birth: birth certificate or passport for the student indicated above. \*

Upload Proof of Birth

Sample (1).pdf  
178.88 KB

Click to upload the Enrollment Form (SIS10w) for the student indicated above. \*

Upload Enrollment Form

Sample (1).pdf  
178.88 KB

Click button(s) below to upload additional documents (e.g. Home Language Survey, MV1 form) for the student indicated above.

Upload Additional Document 1

Upload Additional Document 2

Next >

Note: Each uploaded document is limited to 3MB in size  
Suggestion: Download and complete forms such as the SIS-10W in Adobe instead of opening it in the browser.

### Step 19

The *Relationships -Parent/Guardians* screen:

1. Indicate the Relationships and Contact Sequences for each person. Edit the Contact Preferences boxes as necessary.
2. Do NOT select “No Relationship” from the Relationship menu.
3. Click **<Next>**.

Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.

NAME	RELATIONSHIP *	GUARDIAN	MAILING	PORTAL	MESSENGER	CONTACT SEQUENCE *
Mother Doe	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Father Doe	Step-Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2

Description of Contact Preferences

**Guardian** - Marking this checkbox will flag this person as legal guardian to the student.

**Mailing** - Marking this checkbox will flag this person to receive mailings for the student.

**Portal** - Marking this checkbox will flag this person as able to receive a parent portal account if enabled by the school.

**Messenger** - Marking this checkbox will flag this person to receive school email messages from Infinite Campus if used by school.

**Secondary Household** - Marking this checkbox will indicate that the student has a secondary household membership with this person.

**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

**No Relationship** - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

< Previous    Next >

### Step 20

The *Student Services* screen:

1. Answer the Student Services questions.
2. If you answered ‘Yes’ to having a current IEP or 504 plan, an upload button will appear. Upload your child’s current IEP or current 504 plan.
3. Click **<Save/Continue>**.

Student Services

Does your student have a current IEP? Yes

Does your student have a current 504 plan? No

Student has received EL services? No

Click here to upload Current IEP

< Previous

Delete    Cancel    Save/Continue

### Step 21

The *Student* completed screen:

1. To add another student, click **<Add New Student>**. Repeat steps above.
2. When done, click **<Save/Continue>**.

### Step 22

1. Click **<Application Summary PDF>**. Review all information for accuracy. If there are errors, click **<Back>** to make your corrections.
2. You may print your Online Registration Summary for your records.
3. If an application is submitted with errors, you will need to contact the school office to make corrections.
4. Click **<Submit>**.

Your OLR application is complete and available for the school staff to process. Submittal of this Online Registration alerts the school to begin the enrollment process.

A confirmation email will be sent to you.

The school will require additional documents and forms such as Student Health record (Form 14), Application for Student to Ride School Bus, etc.

Please refer to the following link -> [How to Enroll](#) on the Hawaii Dept. of Education website. For specific information, please contact the school.

**Mahalo for completing your OLR application via the web/kiosk link**