

# ENROLLMENT DOCUMENTS

All students attending Kalani High must reside within the boundaries established by the Department of Education. Proof of residency and other pertinent documents, when warranted, are required to enroll or remain at Kalani High.

Out-of-district students must have a Geographic Exceptions (GE) on file at Kalani High School. The window to submit a GE application is January 1 - March 1 and is reviewed and decided by the Kalani High School Principal.

The following documents are required for enrollment:

1. **COMPLETED REGISTRATION PACKET**
2. **PROOF OF RESIDENCY\***
  - a. If homeowners, please provide: (3 docs total)
    - any mortgage document OR Real Property Assessment document **AND**
    - current utility bill (water, gas, or electric only) **AND**
    - current bill with parent/ legal guardian name & address listed
  - b. If renters, please provide: (3-4 docs total)
    - current rental agreement (contract dates must be current) **AND**
    - current utility bill (water, gas, or electric only) **AND**
    - current bank statement with parent/legal guardian name and address in Kalani HS district
  - c. If living with another family, please provide: (5 docs total)
    - notarized letter from named homeowner/renter **AND**
    - homeowner's ID (no copies will be accepted, original ID must be presented) **AND**
    - homeowner's mortgage documents or rental agreement **AND**
    - homeowner's current utility bill (water, gas, or electric only) **AND**
    - current bank statement with parent/legal guardian name and address in Kalani HS district
3. **MEDICAL RECORDS** (must include)
  - a. TB clearance\*\* (**mandatory** before attending school)
    - Negative TB reading or clearance issued within last 12 months, prior to first day of school
  - b. Current physical administered (by US physician) within last year **OR** show your appointment card
  - c. Current Immunization/shots record\*\* (DOH website below for more information)
    - <http://www.hawaii.gov/health/family-child-health/immunization/school-health/index.html>
4. **SCHOOL RECORDS/RELEASE PACKET** (to include)
  - a. Withdrawal/Transfer form
  - b. Entering grade 10, 11, or 12 - UNOFFICIAL transcript **AND** report card
  - c. Entering grade 9 - FINAL report card prior to start of school year FINAL report card prior to start of school year (and transcript for non-HIDOE students, if available)
  - d. International transfers - OFFICIAL transcript **AND** an official English translation of transcript
    - Courses will NOT be added to Infinite Campus if transcript is submitted without an English translation
5. **BIRTH CERTIFICATE OR PASSPORT**
  - a. Documents to prove legal guardianship **MUST** be provided if submitting a passport (Legal Guardianship court documents, family registry, etc.)
6. **PHOTO I.D. OF PARENT/GUARDIAN AND STUDENT** (NO copies - original ID must be presented)
7. **CUSTODY/GUARDIANSHIP PAPERS/POA** (if applicable)
8. **CURRENT IEP or 504 plan** (if applicable for special services)

Please call 808-305-0508 to schedule an appointment

\*A home visit could occur should questions arise regarding residency

\*\*Current Hawai'i DOE public/charter school students, your school will send us your health records\*\*