

ENROLLMENT DOCUMENTS CHECKLIST

(For students transferring from Charter, Private, International, and Out-of-State schools)

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 of new to Hawai'i DOE students

1. REGISTRATION PACKET

- All students must complete the registration forms found at KalaniHighSchool.org > Admissions > Student Enrollment Information

2. PROOF OF RESIDENCY (POR)*

- Required for ALL students, including HIDOE charter students transfers. Please provide three (3) CURRENT POR documents:
 - o One (1) Utility bill (water/gas/electric)
 - o Car Registration
 - o Mail from a government agency
 - o Mortgage Statement
 - o Bank Statement
 - o Rental Agreement
- Note: rental agreements require proof of payment receipt from within the last 2 months

3. MEDICAL RECORDS

- Required for Private, Out-of-State, and International transfers only.
 - o TB clearance: (**mandatory** before attending a Hawai'i DOE school)
 - Negative TB reading or clearance issued within last 12 months, prior to first day of school
 - o Current physical administered (by US physician) within last year **OR** show your appointment card
 - o 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

- o From Hawai'i DOE and Public Charter Schools
 - Withdrawal/Transfer packet from current school (health records will be sent with the cumulative folder)
- o From Private, out of state, or International Schools:
 - Entering Grade 9 - FINAL report card from middle school
 - Entering grade 10, 11, or 12 - UNOFFICIAL transcript AND report card
 - International: 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
- o Mid-year transfers
 - Certificate of Release, current report card, in-progress grades, & transcript

5. BIRTH CERTIFICATE OR FAMILY REGISTRY

- o Documents to prove legal guardianship **MUST** be provided (Legal Guardianship court documents, family registry, etc.)

6. PHOTO I.D. OF PARENT/GUARDIAN AND STUDENT (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