

<u>Kauai High School</u> <u>Registrar's Office</u> Business Operations Information

Aloha friends and family of Kauai High and our soon to be new Red Raiders,

Please be sure you arrive at the school with:

- Proof of Identification (Picture ID)
- Required documents when applicable

All visitors **MUST CHECK IN** at the school's MAIN OFFICE. Do not go directly to the Registrar's Office.

Before coming to the Kaua`i High School Campus it is best to call or email the Registrar's office staff so we can provide you with information and the required items you should bring to expedite your visit to our campus, especially during school hours when students are still present.

Call (808)977-9901 or (808)977-9900 For information and next steps for your needs

Email-KauaiHighRegistrar@k12.hi.us

Registrar- Jacqueline Inouye Registrar's Clerk -Donna J Garcia

What do you need to do at the Registrar's Office?

CLICK ON YOUR NEED

Enrollments All enrollments at this time must be in person at the school.	<u>Withdrawals</u>	<u>Info Update</u>
	Document Request	<u>Transcript Requests</u>

Enrollment and Registration with Kaua'i High School

Please go to <u>hawaiipublicschools.org</u> and the <u>Department of Health, School Health Requirements page for enrollment details.</u> For detailed information of enrollment requirements.

REQUIRED DOCUMENTS FOR ENROLLMENT

ENROLLMENT CHECKLIST

Student transfers and withdrawals as well as charter school enrollment will need to be addressed directly with the respective school.

<u>Important links to Documents and Information (Images are also linked)</u>

ENROLLMENT ITEMS

Course Registration Forms Link

Click on the student's cohort graduation year to access the appropriate course registration form.

F14-Health Record Form Link



Enrollment Forms individual Document links for use

(Required)

Enrollment Form - UPDATED 2023 (<u>Link</u>) Do not open with Google Docs, download form as PDF.

(Required)

MV1 Form Link (2023 UPDATE)-Required



(Required)

Affidavit of Residency and Records Request

(Required)

Home Language Survey (HLS)for all Newly Enrolling Students (<u>Link</u> or Click image) Do not open with Google Docs, download form as PDF



Language List Use to assist in completing the HLS

Link STATE OF HAWAI'I KALIA'I HIGH SCHOOL AFFIDAVIT OF RESIDENCY Student's Name Grade Date of Birth I hereby declare under penalty of perjury that I reside with the above named student at our primary residence located at: Lalso agree to notify the school in writing of any address change within two weeks of the move. I also understand that exceeding this time limit will result in immediate release from the school. Use this Verification of Residency **Verification of Residency Statement Form** Statement Link when a parent doesn't have a proof of residence in their name. Student Publication/Audio/Video Release Form Link-Required Technology Responsible Use Form (TRUF) Emergency Card-Link Form Link-Required EMERGENCY CARD This card needs to be completed every school year.) Grade _____ Room ____ Language Spoken at Home ____ Name _____ Sex: M _ F _ Bi Home Address ______ Apt. No. ____ City __ Mailing Address Father's/Legal Guardian's Name: Technology Responsible Use Form Employer: _______ No _ No _ Active Duty: Yes | No | Branch of Military Service: Home Phone:... Home Phone: ______ Bus. Phone: _____ Cellular Phone:_ E-mail Address: EMERGENCY CONTACTS: In case child lated above becomes ill or is injured at school and I cannot be permission to contact and release my child to the custody of one of the following: Opt OUT Form, Military Link-Required Opt OUT Form, Higher Institutions Link-Required

DOCUMENTS BELOW CAN BE REQUESTED BY EMAIL ALL REQUESTS THAT ARE EMAILED MUST HAVE A PICTURE ID ALSO SENT WITH COMPLETED FORMS TRANSCRIPT REQUEST Kaua`i High School Website to Transcript request Link Please read the instructions at the start of Kaua`i High School Transcript the form. Request At this time, all fees are waived.) REQUESTS TYPICALLY HAVE A 1-3 DAY TURN AROUND DEPENDING ON THE DATE REQUEST IS RECEIVED. READ BEFORE FILLING OUT THE FORM; *This form is for 1 request at a time. Separate requests are required for multiple copies to be sent provided they are to different addresses; mailing or email. · Per District policy and the Family Educational Rights and Privacy Act (FERPA), student records are only available to those with authorization from the student or parent, guardian or responsible person if the student is under 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent. • If you are a minor, you must have a legal guardian make this BE SURE THE SENDING INFORMATION YOU PROVIDE IS CORRECT AS WE WILL NOT VERIFY THE INFORMATION YOU PROVIDE. *IF YOU NEED YOUR TRANSCRIPT SENT BY EMAIL TO A SCHOOL, UNIVERSITY, ORGANIZATION, EMPLOYER, OR AGENCY, UNDERSTAND AND AGREE THAT; WITHDRAWAL REQUEST Withdrawal Request Form Link Please release my child from __ for the following reason (please check one): An ID of the legal guardian/parent making 4140 Alternative Education Hawaii Public School: _ this request must be sent with the request Hawaii Private School: 4140 Suitably Employed 4140 Health Reasons for withdrawal form to the school. 4140 Homeschool

INFORMATION UPDATES

Complete this form and email to the Registrar's office staff to update <u>LINK</u>;

- -Phone numbers
- -Custody
- -Address-Mailing
- -Address- Physical

(Proof of Residence and a new <u>Affidavit of</u> <u>Residency</u> is required with this update. If proof of residency is not in legal guardians name a <u>Verification of residency notarized</u> form must be done and sent with the provided proof of residence.)

An ID must be sent with your request for withdrawal from the school.

Student ID:	Date Rec'd:	Date Entered:	Mo	odified by:	
FILE IN CUMULATIVE FOLDER					
Please send completed for Jacqueline.Inouye@k12.hi	i.us or Rica.Perez@k	ole, proof of residence to 12.hi.us ormation Upd			
REQUIRED INFORMATION:					
Student's Legal Name (Last	, First, MI)		Grade	Date of Birth	
	to one of the same				
Parent/Legal Guardian Sign ***Please send a valid of the student listed a	ID with this form	m for verification t	Date hat you a	are indeed the legal guardia	
	rmation that has che	anged. Information pre		be entered into the Hawaii re proof of residence. Other	
	Student Information		nges requi		
Department of Education S	student Information ial documentation. ***You must	System. Address cha	-	residence if changing your	