



Kauai High School
Registrar's Office
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 please call or email the Registrar's office staff with what you are wanting to do on campus 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

Or

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

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

Enrollment and Registration with Kaua`i High School

For brand new, never been in the state of Hawaii, an online registration system is available to enroll NEW students for the upcoming school year. The system allows for the enrollment of new students who were not enrolled at a public or charter school during the 2019-20 school year. Visit bit.ly/HIDOE-enroll for more information and step-by-step instructions. (Also located [here](#).)

For Hawaii public school transfer students and students returning from another state or country, you can enroll in person, pending all required documents are in your possession, or submit those documents for enrollment to jacqueline.inouye@k12.hi.us or kauaihighregistrar@k12.hi.us for review and confirmation of next steps in the school enrollment process.


Again, please go to hawaiipublicschools.org and the [Department of Health, School Health Requirements page for more details](#). 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.

Important links to Documents and Information (Images are also linked)

ENROLLMENT ITEMS	
<p>Course Registration Forms Link</p> <p>Click on the student's cohort graduation year to access the appropriate course registration form.</p>	<p>F14-Health Record Form Link</p> 
Enrollment Forms individual Document links for use	
<p>(Required) Enrollment Form - UPDATED 2023 (Link) Do not open with Google Docs, download form as PDF.</p> <p>(Required) MV1 Form Link (2023 UPDATE)-Required</p>	<p>(Required) Home Language Survey (HLS)for all Newly Enrolling Students (Link or Click image) Do not open with Google Docs, download form as PDF</p>

State of Hawaii - Department of Education
HAWAIIAN EDUCATION SYSTEM
QUESTIONS TO DETERMINE ELIGIBILITY
HRS
McKinney-Vento Homeless Assistance Act
(HRS)

Student's Name _____

Section 1: Student's current legal residence is NOT in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 2: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 3: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 4: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 5: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 6: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 7: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 8: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 9: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

Section 10: Student's current legal residence is in a homeless situation
(Section 100-10, HRS, requires that a student who is homeless must be provided with a safe and stable place to live.)

(Required) Affidavit of Residency and Records Request [Link](#)

STATE OF HAWAII
DEPARTMENT OF EDUCATION
KAUAI HIGH SCHOOL

AFFIDAVIT OF RESIDENCY

According to state law, Hawaii Revised Statutes §302-4-143 and Hawaii Administrative Rule chapter 8-13, school aged children are required to attend the school in the area in which they reside, unless permitted to attend another school through a geographic exception. Falsification on documents submitted is subject to penalty under HRS 71B-1063. When such a violation is found, the student will be sent back to the school where he/she should properly be attending. The DOE may pursue prosecution at its discretion.

I, the parent/legal guardian of _____, Student's Name _____, Grade _____, Date of Birth _____, hereby declare under penalty of perjury that I reside with the above named student at our primary residence located at:

Street Address _____ City _____ Zip Code _____

I also 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.

Parent/Legal Guardian Signature _____ / _____ /20____ Date

**Use this Verification of Residency
Statement Form**
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 (TRUE) Form [Link](#)-Required

HLS Form 01/2013 0655

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HOME LANGUAGE SURVEY
FOR ALL NEWLY ENROLLING STUDENTS

NOTE TO SCHOOL STAFF: This form should only be given once upon initial enrollment in the Department. Do not make changes to student language in the Student Information System without first consulting your school's English Learner Coordinator.

ALL newly enrolling students in the Hawaii State Department of Education (HSDOE) complete the Home Language Survey, regardless of race, ethnicity, or language origin. This HL Survey is required by the Civil Rights Act of 1964 and Equal Educational Opportunities Act of 1974 to ensure that the Department utilizes a non-biased procedure for identifying students who are potential English Learners (EL) in order to provide appropriate language instruction educational programs and services.

The language information requested is essential for schools to identify eligibility for EL services and provide meaningful instruction for students. Indication of a language other than English does not ensure eligibility, but requires the school to conduct an English proficiency test to determine if and to what English language development instruction applies. These questions are used only to offer appropriate educational services, not for determining legal status or for immigration purposes.

To ensure the language needs of all Department students are met, please complete the following:

SECTION A: Parent/Legal Guardian Information. This response will help us understand how to best communicate with you in the parent(s)/legal guardian(s) is a language that you understand.

SECTION B: Student Information. These responses will assist in understanding a student's language background and whether or not a student's English proficiency should be assessed.

SECTION A: PARENT/LEGAL GUARDIAN INFORMATION

Parent's Legal Guardian First Name _____ Parent's Legal Guardian Last Name _____

1. Do you or a parent/legal guardian require interpretation (spoken) or translation (written) of information from your child's school to your native language? Interpretation or translation results in a language that you understand.

☐ No, I don't need interpretation or translation (spoken or written) support.
☐ Yes, I need interpretation or translation (spoken or written) support in: _____ (Name of Language)

SECTION B: STUDENT INFORMATION

First Name _____ Middle Name _____ Last Name _____ Grade _____ Sex ☐ M ☐ F ☐ Other _____

Has this child enrolled at a Hawaii Department of Education school or Hawaii Public Charter school before?

☐ No (Continue to Student Language Questions 1-3) ☐ Yes (Skip to Parent/Legal Guardian Signature)

STUDENT LANGUAGE QUESTIONS (Refer to the attached Language List)

1. What is the language(s) most used in your home, regardless of the language spoken by your child?

_____ (Name of Language)

2. What language did your child first acquire?

_____ (Name of Language)

Language List Use to assist in completing the HLS

Language List

This language list may be presented to newly enrolling families in the Hawaii Department of Education to assist their completion of the required Home Language Survey (HLS). Families are asked to write the English name of their language on the HLS. Where available, a native language autonym (the name of a language in that language) has been provided for reference and support.

English name	Autonym	English name	Autonym
Afrikaans	Afrikaans ¹	Estonian	eesti keel ¹
Albanian	shqip ¹ , gjuha shqipe ²	Fijian	Na Vosa Vakaviti ¹
American Sign Language		Finnish	Suomi ¹
Arabic	العربية ¹	French	Français ¹
Armenian	հայերեն ¹	Gaelic	Gàidhlig ¹
Bangla	বাংলা ¹	German	Deutsch ¹
Bikol	Bikol ¹ , Bicol ²	Gibberese	Kiribati ¹ , Teetee ni Kiribati ²
Burmese	မြန်မာစာ ¹ , မြန်မာဘာသာ ²	Greek	Ελληνικά ¹
Cambodian	ខ្មែរ, ភាសាខ្មែរ ¹	Gujarati	ગુજરાતી ¹
Cantonese	广东话 (廣東話) ¹ , 粵語 (粵語) ²	Hakka Chinese	客家話 (客家話) ¹
Carolinian	Réfwalwesch ¹	Halang	
Cebuano/Visayan	Baybayin ¹	Hawaiian	ʻŌlelo Hawaiʻi ¹
Chamorro	Chamorro ¹ , Fino ² Chamoru ²	Hebrew	עברית ¹
Chavacano	Chavacano ¹	Hiligaynon (Ilonggo)	Hiligaynon ¹ , Ilonggo ²
Chukese	Чукотский язык ¹	Hindi	हिन्दी ¹
		Hmong	Ius Hmoob ¹ , Iug Moob ² , Iel Hmong ³
		Hungarian	Magyar ¹
		Icelandic	Islenska ¹
		Ilocano	Ilukano ¹
		Indonesian	Bahasa Indonesia ¹
		Italian	Italiano ¹
		Japanese	日本語 ¹
		Korean	한국어 ¹
		Kosraean	Kosraean ¹
		Latvian	Latviešu valoda ¹
		Lithuanian	Lietuvių kalba ¹
		Macedonian	македонски јазик ¹

Verification of Residency Statement [Link](#)

Emergency Card- [Link](#)

EMERGENCY CARD
(This card needs to be completed every school year.)

School _____ Date _____

Grade _____ Room _____ Language Spoken at Home _____

Name _____ Sex: ☐ M ☐ F ☐ B

Home Address _____ Apt. No. _____ City _____

Mailing Address _____ Zip Code _____

Father's/Legal Guardian's Name: _____ Mother's/Legal Guardian's _____

Employer: _____ Employer: _____

Active Duty: Yes ☐ No ☐ Branch of Military Service: _____ Active Duty: Yes ☐ No ☐

Home Phone: _____ Bus Phone: _____ Home Phone: _____

Cellular Phone: _____ Cellular Phone: _____

E-mail Address: _____ E-mail Address: _____

EMERGENCY CONTACTS: In case child listed 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:

Name _____ Relation _____

1. _____



Technology Responsible Use Form (for digital devices, internet, and internet services owned and issued by the Hawaii State Department of Education for its students)

Each student and his or her parent(s) (parent(s) or "parent") must review the Technology Responsible Use Guidelines for digital devices, internet, and internet services owned or issued by the Hawaii State Department of Education for its students, known as "Technology Responsible Use Guidelines" or "TRUG", and sign this "Technology Responsible Use Form" or "TRUF" for access to digital devices, internet, and internet services, including online educational services.

STUDENTS who will be using Hawaii State Department of Education (HDOE) owned or issued digital devices, internet, and internet services:

- I have read the Technology Responsible Use Guidelines (TRUG) in the separate document and agree, and will abide by its terms/guidelines stated therein, and as may be subsequently modified.

As a PARENT, I also agree that:

- I am responsible for monitoring my child's use of HDOE-owned or issued digital devices outside of HDOE property/school.
- HDOE may bar access by students to certain material not deemed for educational purposes. Parents, I also understand it is impossible for HDOE to restrict access to all controversial and inappropriate materials. Therefore, I will not harass HDOE and its employees from any cause of action related to my child obtaining access to materials or software which may be deemed inappropriate.
- I have discussed the TRUG with my child and, therefore,

Opt OUT Form, Military [Link](#)-Required

<p>STATE OF HAWAII DEPARTMENT OF EDUCATION</p>	<p>OPT OUT FORM for non-disclosure of a secondary school student's name, address, and telephone listing to military recruiters</p>
<p>The Every Student Succeeds Act of 2015 (ESSA) requires school districts to release the names, addresses, and telephone listings (including unlisted numbers) of secondary school students to military recruiters upon their request unless the parent/legal guardian of a student or an eligible student (18 years or older) requests that the student's contact information not be released without the prior written consent of the eligible student or parent/legal guardian. ESSA requires school districts to inform secondary students and the parent/legal guardians of students their right to opt out of information being shared with military recruiters upon their request.</p> <p>If this form is completed, signed, and returned to the student's school, the school and school district shall not release the student's name, address, and telephone listing to military recruiters without prior written consent of the eligible student or the parent/legal guardian.</p> <p>To indicate the "opt out" request, this form should be completed and signed by EITHER the student's parent/legal guardian OR the eligible student.</p> <p>Student's Name (please print) _____ School _____</p>	

Opt OUT Form, Higher Institutions [Link](#)-Required

<p>STATE OF HAWAII DEPARTMENT OF EDUCATION</p>	<p>OPT OUT FORM for non-disclosure of a secondary school student's name, address, and telephone listing to institutions of higher learning</p>
<p>The Every Student Succeeds Act of 2015 (ESSA) requires local education agencies to release the names, addresses, and telephone listings (including unlisted numbers) of secondary school students to institutions of higher learning upon their request unless the parent/legal guardian of a student or an eligible student (18 years of age) requests that the student's contact information not be released without the prior written consent of the eligible student or parent/legal guardian. ESSA requires school districts to inform secondary students and the parent/legal guardians of students their right to opt out of information being shared with institutions of higher learning upon their request.</p> <p>If this form is completed, signed, and returned to the student's school, the school and school district shall not release the student's name, address, and telephone listing to institutions of higher learning without prior written consent of the eligible student or the parent/legal guardian.</p> <p>To indicate this optional "opt out" request, this form should be completed and signed by EITHER the student's parent/legal guardian OR by the eligible student.</p> <p>Student's Name (please print) _____ School _____ Date _____</p>	

**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 top of
the form.**

At this time, all fees are waived.)

**An ID must be sent with your request for a
TRANSCRIPT.**

<p>Transcript Request Form-Kaua'i High School</p>	
<p>REQUESTOR'S INFORMATION</p>	
Last name while attending school: _____	Middle initial: _____
Legal First Name: _____	Birth Date (mm/dd/yyyy) _____
<p>Legal parent/guardian signature REQUIRED for students under 18 yrs of age _____ Date _____ Print parent's name _____ Relationship to student _____</p> <p>Please provide a reliable contact number in the case that there is a problem processing your request. Contact Phone#: () _____ E-Mail: _____</p>	
<p>Select one:</p> <p><input type="checkbox"/> Past Graduate/Student (2 years+)*</p> <p><input type="checkbox"/> For "Past Graduate/Student" there is a \$2.00 fee for document request.</p> <p><input type="checkbox"/> Incoming School Year Graduate</p>	<p># of copies requesting: _____</p> <p>*Fee, if applicable X 2.00</p> <p>Total: _____</p>

WITHDRAWAL REQUEST

Withdrawal Request Form [Link](#)

An ID of the legal guardian/parent making this request must be sent with the request for withdrawal form to the school.

Please release my child from _____ for the following reason (please check one):

TRANSFER TO:

☐

Hawaii Public School: _____

☐

Hawaii Private School: _____

☐

Another State: _____

☐

Another Country: _____

OTHER:

☐

4140 Alternative Education _____

☐

4140 Suitably Employed

☐

4140 Health Reasons

☐

4140 Homeschool

INFORMATION UPDATES

Complete this form and email to the Registrar's office staff to update [LINK](#);

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

(Proof of Residence and a new [Affidavit of Residency](#) is required with this update. If proof of residency is not in legal guardians name a [Verification of residency notarized](#) 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.

OFFICE USE ONLY:

Student ID: _____ Date Rec'd: _____ Date Entered: _____ Modified by: _____

FILE IN CUMULATIVE FOLDER

Please send completed form, ID and, if applicable, proof of residence to 1 of the following e-mail addresses:
Jacqueline.Inouye@k12.hi.us or Rica Perez@k12.hi.us

Student Information Update Form

REQUIRED INFORMATION:

Student's Legal Name (Last, First, MI) _____ Grade _____ Date of Birth _____

Parent/Legal Guardian Signature _____

Date _____

Please send a valid ID with this form for verification that you are indeed the legal guardian of the student listed above.

Please fill out only the information that has changed. Information provided will be entered into the Hawaii Department of Education Student Information System. Address changes require proof of residence. Other legal changes require official documentation.

You must provide a current proof of residence if changing your primary/physical address.

HOUSEHOLD INFORMATION

A household is the designation of a group of people in one nuclear family who live in the same home. All households must include at least one parent or legal guardian. Any school-aged siblings residing in the same house and attending a Hawaii DOE school should also be listed as household members. Changing demographic information for one sibling in a household will change the information for all siblings in the household.