

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

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

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

For brand new, never been in the state of Hawaii, an online registration system is available to enroll <u>NEW</u> 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 <u>bit.ly/HIDOE-enroll</u> for more information and step-by-step instructions. (Also located <u>here</u>.)

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 <u>hawaiipublicschools.org</u> and the <u>Department of Health, School Health Requirements page for more 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.

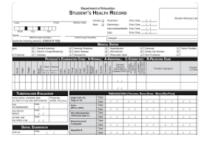
<u>Important links to Documents and Information (Images are also linked)</u>

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)

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

(Required)

MV1 Form Link (2023 UPDATE)-Required



(Required)

Affidavit of Residency and Records Request Link





Language List Use to assist in completing the HLS

Language List		Estonian	eesti keel ²
This language list may be presented to newly		Fijian	Na Vosa Vakaviti¹
enrolling families in the Hawaiii Department of Education to assist their completion of the required Home Language Survey (H.S.). 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.		Finnish	Sunmi ¹
		French	
			Français¹
		Gaelic	Gàidhlig¹
		German	Deutsch ¹
		Gilbertese	I-Kiribati ¹ , Taetae ni Kiribatii ²
English name	Autonym	Greek	ελληνικά!
Afrikaans	Afrikaans¹	Gujarati	ગુજરાવી?
Albanian	shqip², qjuha shqipe²	Hakka Chinese	容家话 [客家話]
American Sign	andih 'Allona andiho	Halang	
American Sign Language		Hawaiian	'Ōlelo Hawai'i
Arabic	العربية	Hebrew	י עברית
Armenian	hայերեն¹	Hiligaynon (Ilonggo)	Hiligaynon ¹ , Ilonggo ¹
Bengali	बारना ¹	Hindi	हिन्दी '
Bikol	Bikol², Bicol²	Hmong	lus Hmoob ² , lug Moob ² , lol Hmonob ²
Burmese	မြန်မာ¹, မြန်မာစကား¹	Hungarian	Magyar ¹
Cambodian	ខ្មែរ។, ភាសាខ្មែរ។	Icelandic	Íslenska¹
	广州话 [廣州話]2		
	广东话 [廣東話] 2	llocano	llokano1
Cantonese	寿语 [粵語]2	Indonesian	Bahasa Indonesia¹
Carolinian	Refalúwasch ¹	Italian	Italiano1
Cayuga	Gayogohó:nọ'¹	Japanese	日本語1
Cebuano/Visayan	Binisaya¹	Korean	한국어1
Chamorro	Chamorru ¹ , Fino' CHamoru ² Finu' Chamoru ²	Kosraean	Kosrae ¹
Chavacano	Chavacano¹	Lao	ພາສາລາວ¹
		Lithuanian	Lietuvių kalba¹
Chuukese	Chuuk¹	Macedonian	македонски јазик1

Use this Verification of Residency
Statement Form
when a parent doesn't have a proof of residence in their name.

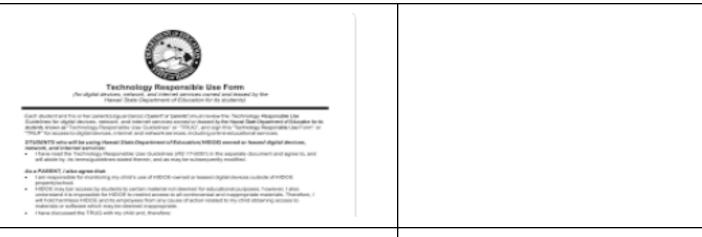
Verification of Residency Statement <u>Link</u>

Student Publication/Audio/Video Release Form <u>Link</u>-Required

Technology Responsible Use Form (TRUF) Form <u>Link</u>-Required

Emergency Card-Link





Opt OUT Form, Military Link-Required



Opt OUT Form, Higher Institutions <u>Link</u>-Required

	(3)	STATE OF HAWAY DEPARTMENT OF EDUCATION	OPT OUT FORM for non-disclosure of a secondary school student's same, address, and temphone letting to itselful less, of higher beening			
8 8 8 8	The Resp Student Executed And of TSE SESSE requires load relucation agreement is release the observed formation and produce to the control of					
in in	of release the studen	oted, signed, and returned to the student of a name, address, and brighters listing to etigitie student or the pase of legar guardian				
		rel "opt out" request, this form should be if guardian ORI by the obgistic student.	completed and signed by STHER the			
		Student's Hame (please pilm)				
		School				
		Clarke				

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 <u>Link</u>

<u>Please read the instructions at the top of the form.</u>

At this time, all fees are waived.)

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

REQUESTOR'S INFORMATION		
Last name while attending school:	Middle initial:	
Legal First Name:	Birth Date (mm/dd/yyyy)	
Legal parent/guardian signature REQUIRED for students under 18 yrs of age	Date Print parent's name Relationship to studer	
Please provide a reliable contact number in the case		

WITHDRAWAL REQUEST

Withdrawal Request Form <u>Link</u>	Please release my child from for the following reason (please check one):
An ID of the legal guardian/parent making this request must be sent with the request for withdrawal form to the school.	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 U	PDATES
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.)	OFFICE USE ONLY: Student ID:
An ID must be sent with your request for withdrawal from the school.	