

Hawaii Department of Education (HIDOE) Online Registration (OLR): Instructions for Parents/Guardians (who have a Parent Portal Account) New or Transferring* Students

***Parents/Guardians need to complete a withdrawal at the student's current school before beginning an OLR application.**

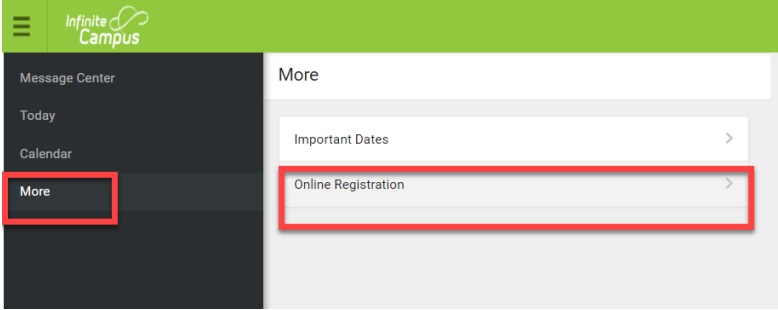
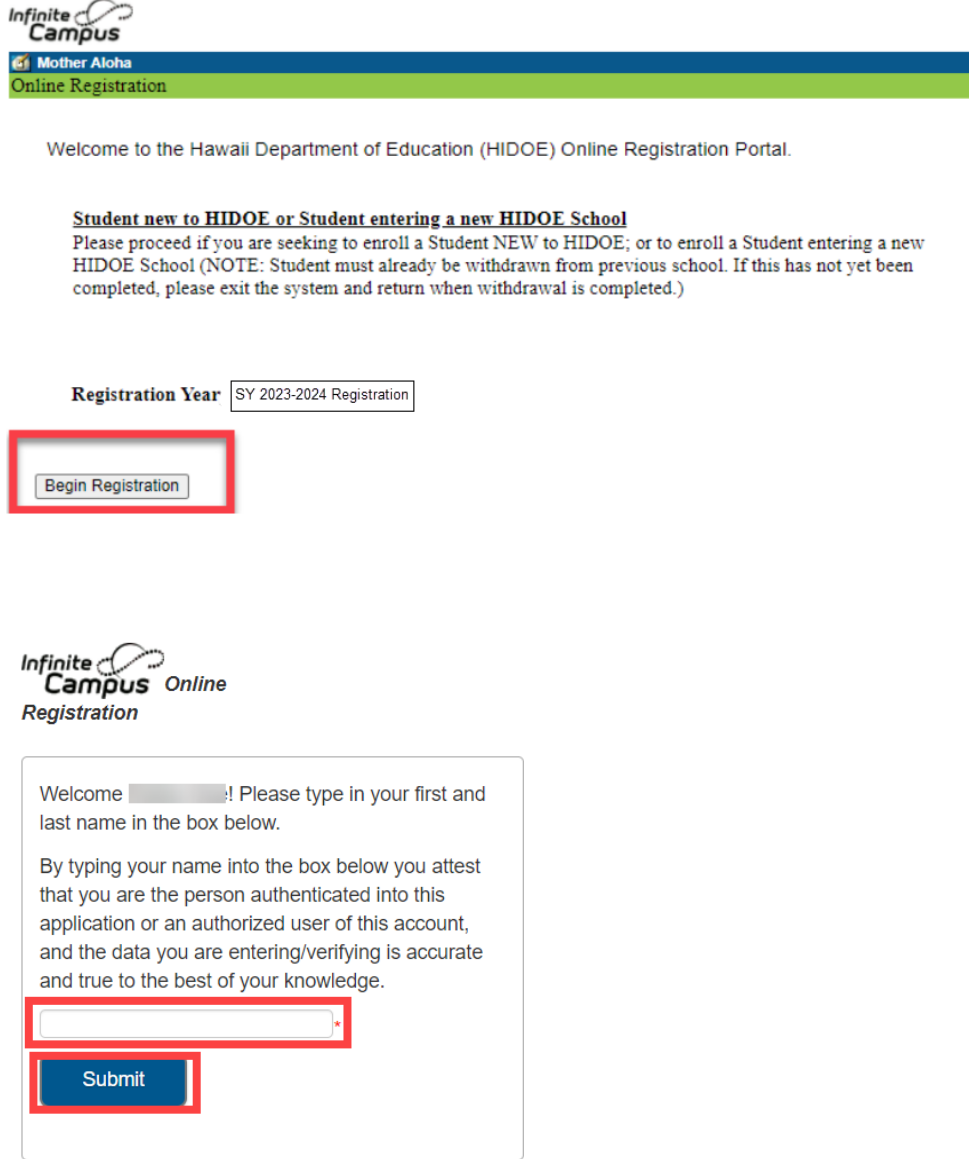
It is not required to submit an application for students continuing to the next grade level in the same school or for students in a terminal grade at a HIDOE school that feeds into the next HIDOE school.



NOTE: If you are a new family to HIDOE and/or do not have a parent portal account, please see instructions on how to use OLR via the online kiosk instead.

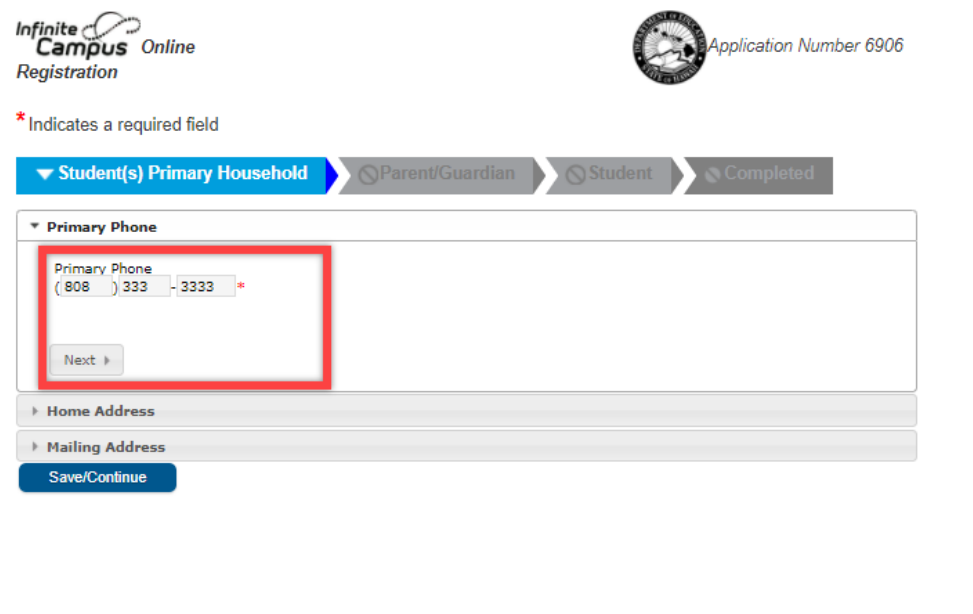
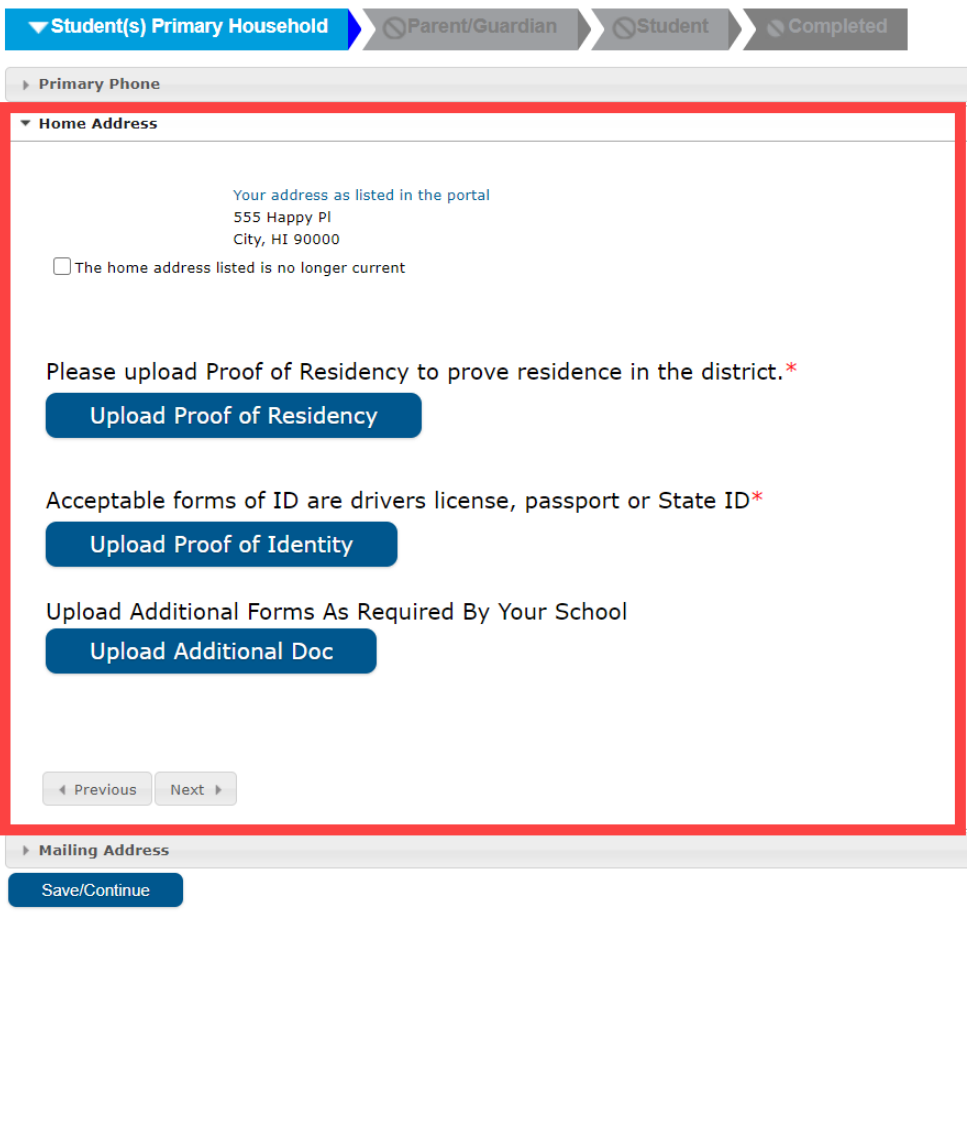
To complete the Online Registration for your child, you will need to **upload** the following mandatory documents. If you are unable to upload any of the mandatory documents, you CANNOT use this method to enroll your child. **For any questions regarding enrollment, please contact the school directly.**

Mandatory Documents you will need to upload (Note: Each uploaded document is limited to 3MB in size):

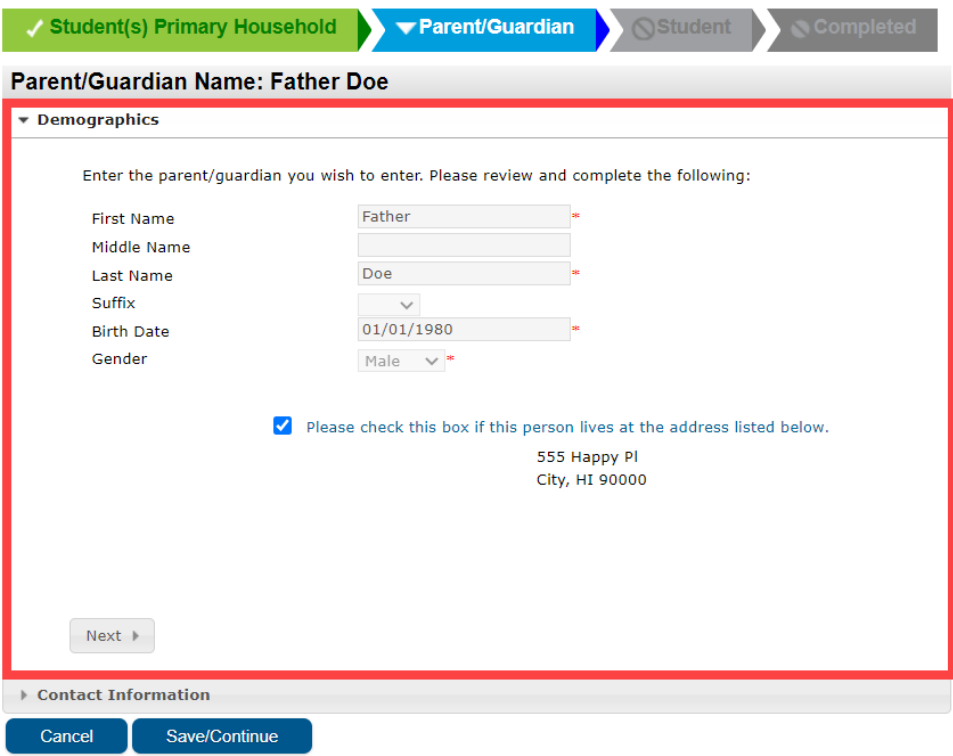
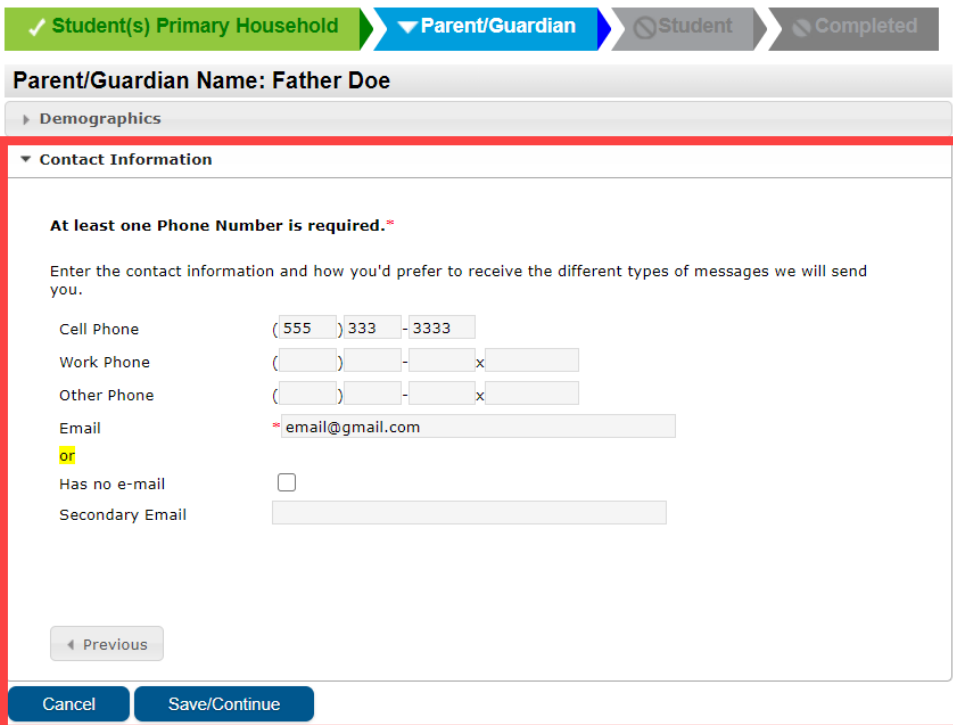
- A valid photo ID of the parent/guardian enrolling the child (e.g., driver's license, passport, State ID)
- Completed **Enrollment Form (SIS-10W)** users can download available from the following link ->[SIS-10W form](#). Users will need to complete a SIS-10W form for each child enrolling. **(Suggestion: Download SIS-10W form and fill out in Adobe instead of opening within the browser).**
- **Birth certificate** of the student(s) enrolling. If your child is from a foreign country, the student's passport or student visa is acceptable.
- **Proof of current address:** Documentation by the parent or legal guardian that the child resides at an address within the school's attendance boundary. (Link to our [SchoolSite Locator](#) to see school district boundaries and explore school locations.) Preferred documentation to establish proof of residence includes the following (at least one required for online registration, however a school may request additional documentation):
 - Rental/lease agreement, mortgage document, or current real property assessment document in the parent/guardian's name. A signed and accepted offer to a lease agreement from the leasing office is acceptable, if the following are included: Parent/legal guardian's name and signature with date of acceptance; residential address; effective date of offer; available unit date; and, deadline to respond date.
 - Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian's name and is being sent to the house; and
 - If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation:
 - (a) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
 - (b) Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
 - (c) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
 - (d) A copy of the relative/friend's proof of legal residence must be attached to the notarized statement;
 - (e) Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence

	Action	Screen shot
Step 1	<p>If you have HIDEO Parent Portal access, log into your Infinite Campus Parent Portal. You can use the "Forgot my Username" or "Forgot my Password" link if needed. Otherwise, please contact your school directly.</p> <p>Once logged in, click "More." Then click "Online Registration."</p>	
Step 2	<p>Choose the correct Registration Year.</p> <p>Click the Begin Registration button.</p> <p>Type your name in the box to attest you are the person authenticated into this application.</p> <p>Click the Submit button.</p>	

<p>Step 3</p>	<p>Read the instructions and have applicable documents ready to upload.</p> <p>Click the Click Here to Begin button.</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="548 170 743 247">  </div> <div data-bbox="1208 170 1497 247">  Application Number 6906 </div> </div> <h2 style="text-align: center;">Welcome to Online Registration (OLR)</h2> <h3 style="text-align: center;">To submit enrollment applications for students to the Hawaii Department of Education (HIDOE)</h3> <p style="color: red;">Caution Before Proceeding: Parent(s)/Guardian(s) who have a HIDOE Parent Portal Account should access OLR via the Parent Portal. If you have an active Parent Portal account and did not access this page from Parent Portal, please close this window and login to the HIDOE Parent Portal to proceed.</p> <p>Instructions:</p> <p>In order to complete the Online Registration enrollment application for your child, you will need to upload the following mandatory documents. If you are unable to do so, you cannot use this method to enroll your child. Please contact the school near your area directly.</p> <ul style="list-style-type: none"> A valid photo ID for parent/guardian (e.g. drivers license, passport, State ID) DOWNLOAD AND COMPLETE THE ENROLLMENT FORM BEFORE CONTINUING (SIS10W) Click here for fillable SIS10W form. Student birth certificate. If from a foreign country the student's passport or student visa is acceptable. Proof of address. <p>Note: Required fields are marked with a red asterisk, and HIDOE will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Do not use hypens, okinas or kahakos. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.</p> <p>Click here to view OLR Instructions for Parents.</p> <p>After your application is submitted, the school will contact you with further instructions. Students are required to provide additional health forms such as TB clearance and Student Health Record, form 14. These forms can be turned in to the school office after submitting your Online Registration. For further details, please visit the DOE homepage, "How to Enroll".</p> <p>If you need assistance, please call the school office during business hours.</p> <p style="color: red; text-align: center;">Mahalo for using HIDOE Online Registration!</p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="CLICK HERE TO BEGIN"/> </div> </div>
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<p>Step 4</p> <p>The <i>Student(s) Primary Household - Primary Phone</i> screen will appear.</p> <p>Data fields marked with a red asterisk* are required fields for inputting.</p> <p>Enter the 10-digit Primary Phone Number. If there is no home phone number, enter the parent/guardian's contact phone number who is most likely to respond to calls from the school.</p> <p>Click the Next button.</p>	 <p>Infinite Campus Online Registration Application Number 6906</p> <p>* Indicates a required field</p> <p>▼ Student(s) Primary Household ▶ Parent/Guardian ▶ Student ▶ Completed</p> <p>▼ Primary Phone</p> <p>Primary Phone (808) 333 - 3333 *</p> <p>Next ▶</p> <p>▶ Home Address</p> <p>▶ Mailing Address</p> <p>Save/Continue</p>
<p>Step 5</p> <p>The <i>Student(s) Primary Household - Review your Home Address</i>.</p> <p>If you have moved, check the box “The home address listed is no longer current”.</p> <p>Upon checking the box, additional address fields will appear.</p> <p>The Proof of Residency documents are required. <u>(Note: Each uploaded document is limited to 3MB in size)</u></p> <p>Click the Upload Proof of Residency button and upload your document.</p> <p>Click the Upload Proof of Identity button to upload a valid photo ID for parent/guardian (e.g., drivers license, State ID).</p> <p>Optional: Click the Upload Additional Doc button to upload any additional forms required by your school.</p> <p>Click the Next button.</p>	 <p>▼ Student(s) Primary Household ▶ Parent/Guardian ▶ Student ▶ Completed</p> <p>▶ Primary Phone</p> <p>▼ Home Address</p> <p>Your address as listed in the portal 555 Happy Pl City, HI 90000</p> <p><input type="checkbox"/> The home address listed is no longer current</p> <p>Please upload Proof of Residency to prove residence in the district.*</p> <p>Upload Proof of Residency</p> <p>Acceptable forms of ID are drivers license, passport or State ID*</p> <p>Upload Proof of Identity</p> <p>Upload Additional Forms As Required By Your School</p> <p>Upload Additional Doc</p> <p>◀ Previous Next ▶</p> <p>▶ Mailing Address</p> <p>Save/Continue</p>

<p>Step 6</p>	<p>The <i>Student(s) Primary Household - Mailing Address</i> screen will appear.</p> <p>If you have a separate Mailing, address please uncheck the box. Otherwise, Keep the box checked.</p> <p>Click Save/Continue.</p>																
<p>Step 7</p>	<p>The <i>Parent/Guardian</i> screen will appear.</p> <p>You will need to review information for all parents/guardians listed.</p> <p>Click the Edit/Review button.</p>	<table border="1" data-bbox="560 934 1242 1081"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Gender</th> <th>Completed</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td>Father</td> <td>Doe</td> <td>M</td> <td></td> <td>Existing</td> </tr> <tr> <td>Mother</td> <td>Doe</td> <td>F</td> <td></td> <td>Existing</td> </tr> </tbody> </table>	First Name	Last Name	Gender	Completed	Record Type	Father	Doe	M		Existing	Mother	Doe	F		Existing
First Name	Last Name	Gender	Completed	Record Type													
Father	Doe	M		Existing													
Mother	Doe	F		Existing													

<p>Step 8</p>	<p>The <i>Parent/Guardian –Demographics</i> screen will appear.</p> <p>Review and edit the Parent/Guardian information.</p> <p>If the Parent/Guardian does NOT live with the student, uncheck the box. Please leave this box checked if this person lives at the same address as the student.</p> <p>Click the Next button.</p>	
<p>Step 9</p>	<p>The <i>Parent/Guardian –Contact Information</i> screen will appear.</p> <p>Review and edit the Contact Information.</p> <p>At least one phone number must be entered.</p> <p>Input an email address or select Has No Email checkbox.</p> <p>Click the Save/Continue button.</p>	

<p>Step 10</p>	<p>The <i>Parent/Guardian</i> screen will appear.</p> <p>The completed parent/guardian record is no longer highlighted.</p> <p>If there is another parent/guardian record highlighted, click the Edit/Review button and repeat steps 8 and 9.</p> <p>To add a Parent/Guardian that is not listed, click the Add New Parent/Guardian button and repeat steps 8 and 9.</p> <p>When all parent/guardian information has been updated, click the Save/Continue button.</p>	
<p>Step 11</p>	<p>The <i>Student</i> screen will appear.</p> <p>Click the Add New Student button.</p>	
<p>Step 12</p>	<p>The <i>Student - Demographics</i> screen will appear.</p> <p>Complete the student's information.</p> <p>Choose the enrollment grade using the dropdown list.</p> <p>Choose the student's Home school using the dropdown list.</p>	

If you have an approved Geographic Exception (GE) form, select that school as the home school and check the Geographic Exception checkbox.

Upload your child's proof of birth via the **Upload Proof of Birth** button.

Upload the student's Enrollment Form (SIS-10W) via the **Click here to upload the Enrollment Form** button. **(Suggestion: Download SIS-10W form and fill out in Adobe instead of opening within the browser).**

The Enrollment Form is for the student you are currently entering.

If you have an approved Geographic Exception form, upload it via the **Click here to upload GE** button. **(Note: Each uploaded document is limited to 3MB in size)**

Click the **Next** button when done.

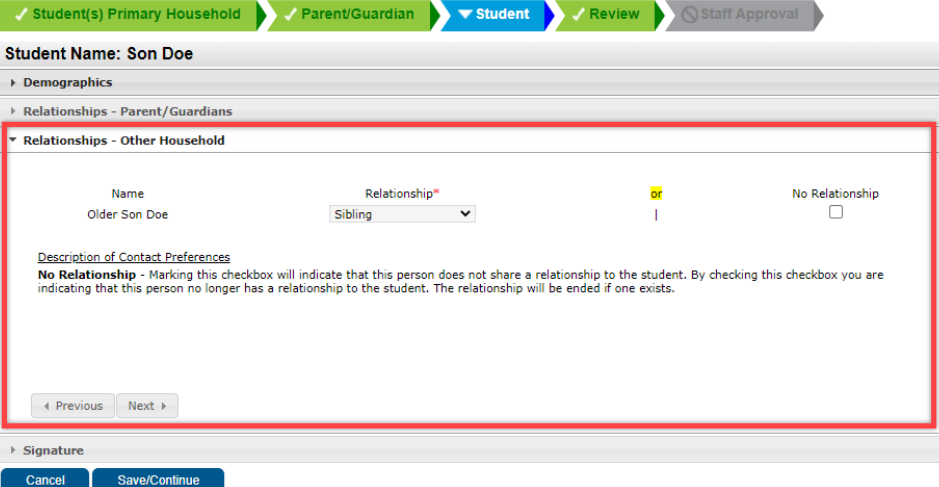
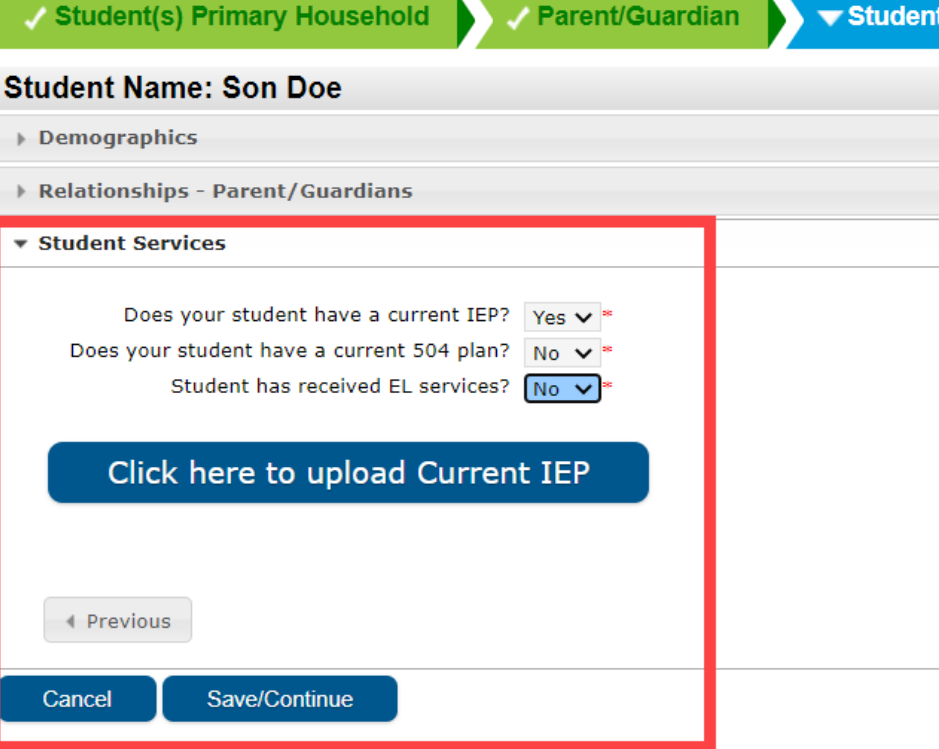
Step 13

The *Relationships - Parent/Guardians* screen will appear.

Review the **Relationship** and the **Contact Sequence** for each person. Edit as needed.

Do NOT check the **No Relationship** checkbox.

Click the **Next** button.

<p>Step 14</p>	<p>The <i>Relationships - Other Household</i> screen will appear.</p> <p>Review the Relationship for each household member. Edit as needed.</p> <p>Do NOT check the No Relationship checkbox.</p> <p>Click the Next button to continue.</p>	 <p>✓ Student(s) Primary Household → ✓ Parent/Guardian → Student → Review → Staff Approval</p> <p>Student Name: Son Doe</p> <p>Demographics</p> <p>Relationships - Parent/Guardians</p> <p>Relationships - Other Household</p> <p>Name: Older Son Doe Relationship*: Sibling <input checked="" type="checkbox"/> or No Relationship: <input type="checkbox"/></p> <p>Description of Contact Preferences</p> <p>No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.</p> <p>← Previous Next →</p> <p>Signature</p> <p>Cancel Save/Continue</p>
<p>Step 15</p>	<p>The following <i>Student Services</i> screen will appear.</p> <p>Please answer the three questions appropriately via the dropdown list.</p> <p>If you answered 'Yes' to having a current IEP or 504 plan, the respective upload button will appear giving you the option to upload the students current IEP or current 504 plan. (Note: Each uploaded document is limited to 3MB in size)</p> <p>Click the Save/Continue button to continue.</p> <p>Please be patient, it may take a while to upload documents.</p>	 <p>✓ Student(s) Primary Household → ✓ Parent/Guardian → Student</p> <p>Student Name: Son Doe</p> <p>Demographics</p> <p>Relationships - Parent/Guardians</p> <p>Student Services</p> <p>Does your student have a current IEP? Yes</p> <p>Does your student have a current 504 plan? No</p> <p>Student has received EL services? No</p> <p>Click here to upload Current IEP</p> <p>← Previous</p> <p>Cancel Save/Continue</p>

<p>Step 16</p>	<p>The following Student completed screen will appear.</p> <p>Click Add New Student to enroll another new student and follow instructions above (step 11 to step 16).</p> <p>When done, click Save/Continue to continue.</p>	
<p>Step 17</p>	<p>Click the Application Summary PDF link. Review all information for accuracy. If there are errors, click "Back" to make your corrections.</p> <p>Once all information has been verified, click Submit.</p> <p>If an application is submitted with errors, you will need to contact the school office to make corrections.</p>	

Step 18 You may print your Online Registration Summary for your records.

Online Registration Summary

Page 1 / 1
Doe, Son | 6915

Modified By:
Modified Date:
Application End Year: 2024

Confirmation Number: # 6915
Application Created By: test

Household

Primary Phone
Home Phone: (555)555-5555

Home Address
From Portal: 555 Happy Pl
City, HI 90000
Household has no separate Mailing Address

Documents Uploaded:
HomeAddress: sample electric bill.pdf Proof of Residency
PhotoID: sample drivers license.jpg A valid photo ID

Parent/Guardian

Doe, Father Gender: M
Birthdate: 01/01/1980 Household: Yes

Contact Information
Cell: (555)333-3333
Work:
Other:
Email: email@gmail.com
Secondary Email:

Parent/Guardian

Doe, Mother Gender: F
Birthdate: 01/01/1980 Household: Yes

Contact Information
Cell: (333)333-3333
Work:
Other:
Email: m@gmail.com
Secondary Email:

Student

Doe, Son Gender: M DOB: 06/06/2010
Student Number:

Demographics
Enrollment Grade: 05
Home School: OLR Elem
GE starting literat: No

Student

Doe, Son Gender: M DOB: 06/06/2010
Student Number:

Relationships
Mother Doe - Mother
Guardian: true
Mailing: true
Portal: true
Messenger: true
Contact Order: 1

Father Doe - Father
Guardian: true
Mailing: true
Portal: true
Messenger: true
Contact Order: 2

Student Services
Student has IEP: Yes
Student has 504 plan: No
Student has received ELL services: No

Documents Uploaded:
Demographics: sample drivers license.jpg Birth Certificate
SIS10W: sample electric bill.pdf SIS10W form

Step 19 After reviewing and/or printing your application, click the **Submit** button.

The following Warning message will appear.

If you are ready to submit the application, click the **Confirm** button.

Once clicked, you will not be able to change any information.

You will need to contact the school to make changes.

✔ Student(s) Primary Household
✔ Parent/Guardian
✔ Student
▼ Completed

Click the "Application Summary PDF" link below. Review the summary for accuracy. If there are errors, please correct them BEFORE clicking "Submit".


Submit

You must submit your application by clicking the SUBMIT button. An email notification will be sent to you. Thank you.

Warning

Are you sure that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.

Confirm
Cancel

<p>Step 20</p>	<p>Your submission is now complete and available for the school staff to process.</p> <p>Submittal of this Online Registration, alerts the school to start the enrollment process.</p> <p>If you haven't done so previously, you may print your Application Summary by clicking the Application Summary PDF link.</p> <p>A confirmation email will be sent to you.</p> <p>Your school will require additional documents and forms such as Student Health record (Form 14), Application for Student to Ride School Bus, Supplemental Kindergarten Enrollment Form, etc. Please refer to the following link -> How to Enroll on the Hawaii Dept. of Education website. For specific information, please contact the school.</p>	 <div data-bbox="527 235 1421 466" style="background-color: #e0e0e0; padding: 10px; text-align: center;"> <p>Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.</p> <p>Application Summary PDF</p> </div>
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Mahalo for completing the Online Registration Application!