

# Hawaii Department of Education (HIDOE) Online Registration (OLR): Instructions for Parents/Guardians (who have **No 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 have a Parent Portal account, please see instructions on how to use OLR via Parent Portal instead.

Before you begin you will need to be able to **Upload** the following Mandatory documents. If you cannot upload the documents please take these documents and SIS-10W form to the School in your area that you wish to enroll the child for assistance in enrollment. 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):**

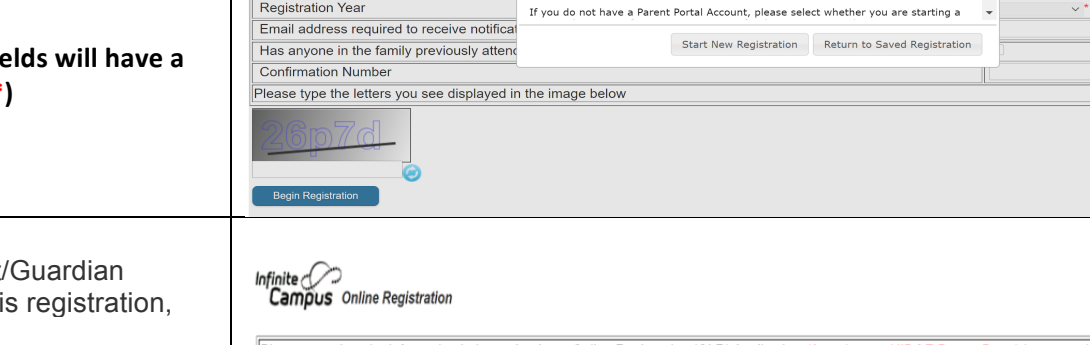
- A **valid photo ID** of the parent/guardian enrolling the child (e.g., driver's license, passport, State ID)
- Completed **Enrollment Form** (SIS-10W) users can download available from the following link ->[SIS-10W form](#). Users will need to complete a SIS-10W form for each child enrolling. **(Suggestion: 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
<b>Step 1</b>	Log into the Infinite Campus Online Registration using the link below:

### Step 2

After clicking the web link, click the **Start New Registration** button.

**All required fields will have a red asterisk (\*)**



### Step 3

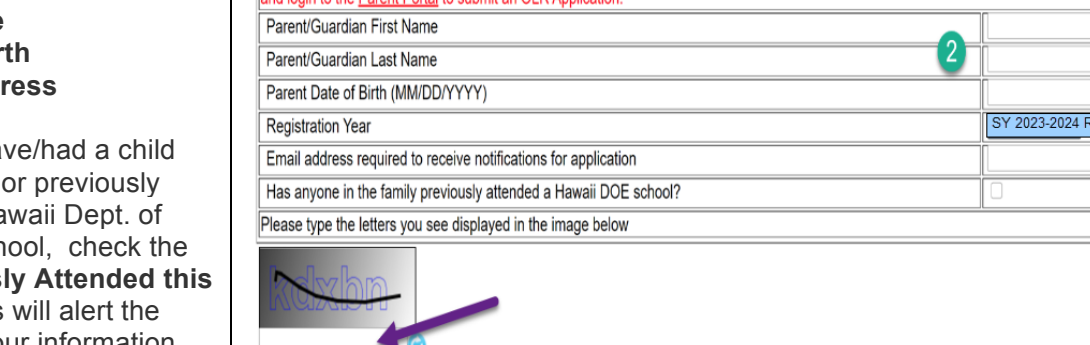
As the Parent/Guardian completing this registration, type your:

- First Name**
- Last Name**
- Date of Birth**
- Email Address**

Only if you have/had a child that currently or previously attended a Hawaii Dept. of Education school, check the box **Previously Attended this District**. This will alert the school that your information exists in the student information system.

Enter the letters or numbers that appear in the **CAPTCHA** box in the field provided.

Click the **Begin Registration** button.

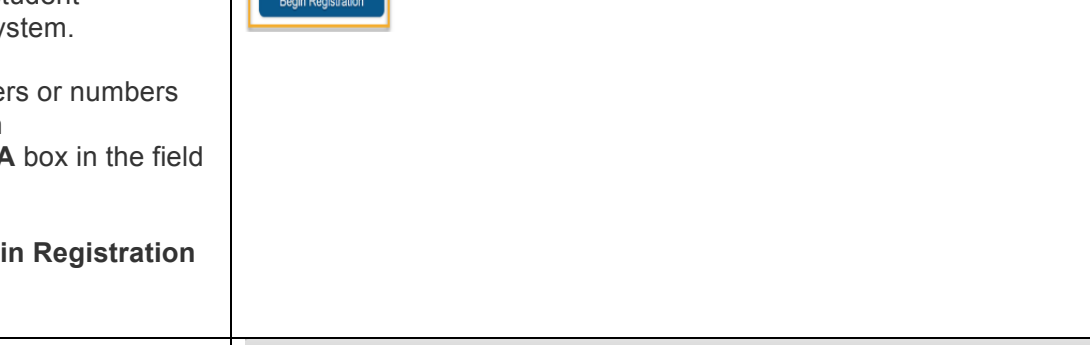


### Step 4

The following screen will appear.

Please make note of the confirmation number. You will need to enter a confirmation number when returning to a saved application or when inquiring at the school.

When done, click the **Confirm** button to continue.

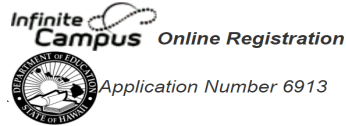


### Step 5

The *authorization screen* will appear.

Confirm your identity by typing your **First** and **Last Name**.

Then click the **Submit** button.



Welcome Daffy Duck! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

### Step 6

Please review the instruction screen and gather the documents requested. Complete the fillable SIS-10W form by clicking on SIS-10W form.

Click the button **CLICK HERE TO BEGIN**.

#### Welcome to Online Registration (OLR) To submit enrollment applications for students to the Hawaii Department of Education (HIDOE)

**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.

#### Instructions:

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.

- 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.

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 hyphens, okinas or kahakos. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

Click here to view [OLR Instructions for Parents](#).

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".

If you need assistance, please call the school office during business hours.

**Mahalo for using HIDOE Online Registration!**

[CLICK HERE TO BEGIN](#)

### Step 7

The *Student(s) Primary Household - Primary Phone screen* will appear.

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.

Click the **Next** button.



\* Indicates a required field

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

#### ▼ Primary Phone

Primary Phone  
( ) - \*

Next ▶

▶ Home Address

▶ Mailing Address

Save/Continue

### Step 8

The *Student(s) Primary Household - Home Address screen* will appear.

Please enter your physical address. Do not use dashes, okina, or kahako.

\* Indicates a required field

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

#### ▶ Primary Phone

#### ▼ Home Address

\*Please verify or add the information below. Please update any information that is incorrect. Please do not enter the entire address into the street name field.  
**Example:** If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Bldv,etc. field. Please enter addresses without a dash, okina, or kahako.

Street Number N,S,E,W Street Name Only St, Ave, Blvd, etc. N,S,E,W Apt/Bldg  
City State Zip Ext. County

Clear Address Fields

Click on your address if it appears in box

Your address as entered above

<p><b>Step 9</b></p> <p>The Proof of Residency and Proof of Identity documents are mandatory. <b>(Note: Each uploaded document is limited to 3MB in size)</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>Upload Proof of Residency</b> button and upload your document.</li> <li>2. Click the <b>Upload Proof of Identity</b> button to upload a valid photo ID for parent/guardian (e.g., drivers license, passport, State ID)</li> <li>3. Optional: Click the <b>Upload Additional Doc</b> button to upload any additional forms required by your school.</li> </ol>	<p>Please upload Proof of Residency to prove residence in the district.*</p> <p><b>Upload Proof of Residency</b> 1</p> <p>Acceptable forms of ID are drivers license, passport or State ID*</p> <p><b>Upload Proof of Identity</b> 2</p> <p>Upload Additional Forms As Required By Your School</p> <p><b>Upload Additional Doc</b> 3</p> <p>◀ Previous   <b>Next ▶</b></p>
<p><b>Step 10</b></p> <p>If you have a separate Mailing, address please uncheck the box. Otherwise, Keep the box checked.</p> <p>When done click the <b>Save/Continue</b> button.</p>	<p>▼ Mailing Address</p> <p>Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save". Please do not enter the entire address into the street name field.  <b>Example:</b> If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Bldv,etc. field.</p> <p><input checked="" type="checkbox"/> The household has no separate Mailing Address</p> <p>↑</p> <p>◀ Previous</p> <p><b>Save/Continue</b></p>
<p><b>Step 11</b></p> <p>The following screen will appear.</p> <p>Click the <b>Ok</b> button to continue.</p>	<p><b>Add Parent/Guardian Title</b></p> <p>Please add any Parent/Guardian including yourself in this area.</p> <p>Ok</p>

## Step 12

Enter Parent/Guardian information.

If the Parent/Guardian does NOT live with the student, uncheck the **Please check this box if this person lives at the same address as the student** checkbox.

Click the **Next** button.

The screenshot shows the 'Parent/Guardian Name: Daffy Duck' screen. The 'Demographics' section is expanded, showing fields for First Name (Daffy), Middle Name, Last Name (Duck), Suffix, Birth Date (06/03/1986), and Gender (Male). A checkbox labeled 'Please check this box if this person lives at the address listed below.' is checked. The address is 461 Kalpiha St, Kailua, HI 96734. A 'Next' button is highlighted with a yellow circle.

## Step 13

The *Contact Information* screen will appear.

Enter at least **one phone number**.

Enter an email address or select **Has No Email** checkbox.

When done, click the **Save/Continue** button.

The screenshot shows the 'Contact Information' screen. It includes fields for Cell Phone, Work Phone, Other Phone, Email (ddquack@gmail.com), and a checkbox for 'Has no e-mail'. A 'Previous' button is at the bottom left, and 'Cancel' and 'Save/Continue' buttons are at the bottom right. The 'Save/Continue' button is highlighted with a yellow circle.

## Step 14

The completed Parent/Guardian screen will appear.

To add another Parent/Guardian click the **Add New Parent/Guardian** button and repeat steps 11 and 13.

When done, click the **Save/Continue** button.

The screenshot shows the 'Parent/Guardian' completed screen. It displays a table with columns: First Name, Last Name, Gender, and Completed. The row for 'Daffy Duck' is shown with a green checkmark in the 'Completed' column. Below the table, there is a legend: 'Yellow - Indicates that person is missing required information. Select the highlighted row to continue.' and 'Green - Indicates that person is completed.' At the bottom, there are buttons for 'Add New Parent/Guardian', 'Back', and 'Save/Continue'. The 'Add New Parent/Guardian' button is highlighted with a yellow circle.

## Step 15

The *Student* screen will appear.

Click the **Add New Student** button to continue.

Infinite Campus Online Registration

Application Number 6913

\* Indicates a required field

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

Student

First Name	Last Name	Gender	School	Completed
Please include all students that need to be enrolled.				
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.				
✓ - Indicates that person is completed.				

Add New Student

Back

## Step 16

The *Student - Demographics* screen will appear.

Complete the student's information.

Choose the enrollment grade using the dropdown list.

Choose the student's Home school using the dropdown list. 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 the GE** button.

**(Note: Each uploaded document is limited to 3MB in size)**

Infinite Campus Online Registration

Application Number 6913

\* Indicates a required field

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

Student Name:

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter names without a dash, okina, or kahako.

Legal First Name \* Gender \* Enrollment Grade \*

Middle Initial \* Birth Date \* [Click on this link to find your home school](#)

Has no middle name ☐ Home School \*

Legal Last Name \* ☐ Check box if this is a Geographic Exception

Suffix \*

Acceptable items for proof of birth: birth certificate or passport\*

Upload Proof of Birth 1

Please upload the Enrollment Form (SIS10w) for the student indicated above.\*

Click here to upload Enrollment Form 2

Next

Click the **Next** button when done.

### Step 17

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

Select the **Relationship** of the guardian from the dropdown list.

Select the **Contact Preferences** for this person.

Enter the **Contact Sequence** for this person.

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

When done, click the **Next** button.

Relationships - Parent/Guardians

At least one person must be marked as "Guardian".

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Contact Sequence*	No Relationship
Daffy Duck		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Daisy Duck		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Description of Contact Preferences

**Guardian** - Marking this checkbox will flag this person as legal guardian to the student.

**Mailing** - Marking this checkbox will flag this person to receive mailings for the student.

**Portal** - Marking this checkbox will flag this person as able to receive a parent portal account if enabled by the school.

**Messenger** - Marking this checkbox will flag this person to receive school email messages from Infinite Campus if used by school.

**Secondary Household** - Marking this checkbox will indicate that the student has a secondary household membership with this person.

**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

**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.

Previous Next

### Step 18

The following *Student Services* screen will appear.

Please answer the three questions appropriately via the dropdown list.

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)**

Click the **Save/Continue** button to continue.

Please be patient, it may take a while to upload documents.

Student Services

Does your student have a current IEP? Yes \*

Does your student have a current 504 plan? Yes \*

Student has received EL services? Yes \*

Click here to upload Current IEP

Click here to upload Current 504 Plan

Previous

Cancel Save/Continue

## Step 19

The following Student completed screen will appear.

Click **Add New Student** to enroll another new student and follow instructions above (step 15 to step 19).

When done, click **Save/Continue** to continue.

\* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ▼ Student → Completed

### Student

First Name	Last Name	Gender	School	Completed
Donald	Duck	M	OLR Elem	✓

Please include all students that need to be enrolled.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Student

Back

Save/Continue

## Step 20

Click the **Application Summary PDF** link. Review all information for accuracy. If there are errors, click "Back" to make your corrections.

Once all information is verified, click **Submit**.

**NOTE:** If an application was submitted with errors, the user will need to contact the school office to make corrections.

\* Indicates a required field

✓ 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.

Back

Application Summary PDF

## Step 21

You may print your Online Registration Summary for your records.

### Online Registration Summary

Page 1 / 1  
Duck, Donald D | 6913

Modified By:  
Modified Date:  
Application End Year: 2024

Confirmation Number: # 6913  
Application Created By: Daffy Duck

#### Household

##### Primary Phone

Home  
Phone: (808)222-3214

##### Home Address

461 Kaipiliha St  
Kailua, HI 96734  
Household has no separate Mailing Address

##### Documents Uploaded:

HomeAddress	Services	Proof of Residency
	Plan_Rev03-11.doc	
PhotoID	image003.png	A valid photo ID

#### Parent/Guardian

Duck, Daffy  
Birthdate: 06/03/1986  
Gender: M  
Household: Yes

##### Contact Information

Cell: (808)222-3200  
Work: (808)565-5000  
Other:  
Email: ddquack@gmail.com  
Secondary  
Email:

#### Parent/Guardian

Duck, Daisy M  
Birthdate: 11/04/1972  
Gender: F  
Household: Yes

##### Contact Information

Cell: (808)222-4321  
Work: (808)560-0888  
Other:  
Email: DDquack@gmail.com  
Secondary  
Email:

#### Student

Duck, Donald D  
Student Number:  
Gender: M  
DOB: 10/01/2015

##### Demographics

Enrollment Grade: K  
Home School: OLR Elem  
GE starting literal: No

#### Student

Duck, Donald D  
Student Number:  
Gender: M  
DOB: 10/01/2015

##### Relationships

Daffy Duck - Father  
Guardian: true  
Mailing: true  
Portal: true  
Messenger: true  
Contact Order: 1

##### Daisy Duck - Mother

Guardian: true  
Mailing: true  
Portal: true  
Messenger: true  
Contact Order: 2



##### Student Services

Student has IEP: Yes  
Student has 504 plan: Yes  
Student has received ELL services: Yes

##### Documents Uploaded:

Demographics	15 IF.pdf	Birth Certificate
SIS10W	Tracking - Submissions	SIS10W form
	Remits - HI.xlsx	



<p><b>Step 22</b></p> <p>The following Warning message will appear.</p> <p>When you are ready to submit, the registration click the <b>Confirm</b> button.</p> <p>Once clicked, you will not be able to change any information. You will need to contact the school to make changes.</p>	<div data-bbox="467 163 1464 583"> <div>Warning</div> <p>Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.</p> <div> <div>Confirm</div> <div>Cancel</div> </div> </div>
<p><b>Step 23</b></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>You print your Application Summary by clicking the <b>Application Summary PDF</b> 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 -&gt; <a href="#">How to Enroll</a> on the Hawaii Dept. of Education website. For specific information, please contact the school.</p>	<div data-bbox="467 615 1464 1633"> <div>   Application Number 6913 </div> <div> <p>Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.</p> <p><a href="#">Application Summary PDF</a></p> </div> </div>

**Mahalo for completing the Online Registration Application!**