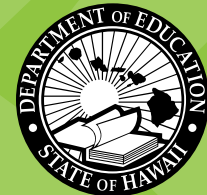# PARENT/GUARDIAN INSTRUCTIONS
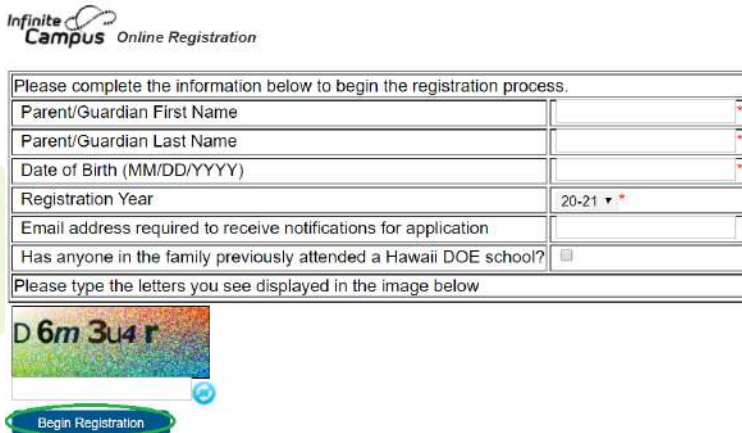# Infinite Campus Online Registration

Online Registration for Students NEW* to the Hawai'i State Department of Education (HIDOE) for the School Year 2020-2021

You will need to submit a separate application for each school to which you are applying.

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. Please contact your school for other options to enroll.

- A valid photo ID of the parent/guardian enrolling the child (e.g., driver's license, passport, state ID)
- Completed Enrollment Form (SIS10W) for each child you are enrolling. Download form here.
- Student birth certificate. If your child is from a foreign country, the student's passport or student visa is acceptable.
- Proof of address.

*New students are children who will be attending a HIDOE school for the first-time during school year 2020-21. (e.g., entering Kindergarten, transferring from a private school or out-of-state school)

	Action	Screenshot
Step 1	Log into the Infinite Campus Online Registration using the link below: **Online Registration for Parents/Guardians**	
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: 1. **First Name** 2. **Last Name** 3. **Date of Birth** 4. **Email Address** Only if you have/had a child that currently or previously attended a Hawai'i DOE 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.	

	Action	**Screenshot**
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.	**Note** Your confirmation number is 52. Please write this down to assure re-entry into the registration system in case your system becomes disconnected. Confirm
Step 5	The *authorization screen* will appear. Confirm your identity by typing your **First** and **Last Name**. Then click the **Submit** button.	Welcome Crown Aloha! 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. Submit
Step 6	Please review the instruction screen and gather the documents requested. [Download](#) and complete the fillable SIS10W form. Click the button **CLICK HERE TO BEGIN**.	*Infinite Campus Online Registration* — *Application Number 324* Welcome to HIDOE Online Registration (OLR) for school year 2020-2021 for NEW Students to the Hawaii Department of Education (HIDOE)! In order to complete the Online Registration 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 for to view OLR Instructions for Parents(add link to pdf). 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.	*Infinite Campus Online Registration* * Indicates a required field ▼ Student(s) Primary Household ◯ Parent/Guardian ◯ Student ◯ Completed ▼ Primary Phone Primary Phone ( ) - * Next ▶ ▶ Home Address Save/Continue

	Action	*Screenshot*
Step 8	The *Student(s) Primary Household - Home Address* screen will appear. Please enter your physical address. <u>Do not</u> use dashes, okinas, or kahakos.	
Step 9	The Proof of Residency and Proof of Identity documents are mandatory. Click the **Upload Proof of Residency** button and upload your document. Click the **Upload Proof of Identity** button to upload a valid photo ID for parent/guardian (e.g., drivers license, passport, State ID) Optional: Click the **Upload Additional Doc** button to upload any additional forms required by your school. When done click the **Save/Continue** button.	
Step 10	The following screen will appear. Click the **Ok** button to continue.	
Step 11	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.	

	Action	*Screenshot*
Step 12	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.	▼ Contact Information **At least one Phone Number is required.** * Enter the contact information and how you'd prefer to receive the different types of messages we will send you. Cell Phone ( ) - Work Phone ( ) - x Other Phone ( ) - x Email * **or** Has no e-mail ☐ Secondary Email ◄ Previous Cancel Save/Continue
Step 13	The completed *Parent/Guardian* screen will appear. To add another Parent/Guardian click the **Add New Parent/Guardian** button and repeat steps 11 and 12. When done, click the **Save/Continue** button.	Infinite Campus Online Registration Application Number 30 * Indicates a required field ✓ Student(s) Primary Household ▼ Parent/Guardian ⊘ Student ⊘ Completed Parent/Guardian | First Name	Last Name	Gender	Completed	
Crown	Aloha	F	✓	Edit/Review	 Please list all primary Parent/Guardian's in this area. Yellow - Indicates that person is missing required information. Select the highlighted row to continue. ✓ - Indicates that person is completed. Add New Parent/Guardian Back Save/Continue
Step 14	The *Student screen* will appear. Click the **Add New Student** button to continue.	Infinite Campus Online Registration Application Number 55 * Indicates a required field ✓ Student(x) 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

	Action	*Screenshot*
Step 15	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 (SIS10W) via the **Click here to upload the Enrollment Form** button. 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. Click the **Next** button when done. Please be patient, it may take a while to upload documents.	
Step 16	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.	
Step 17	If you are enrolling another student, the *Relationships - Other Household* screen will appear. Select the relationship to the student using the dropdown list. (e.g., sibling) Do **NOT** check the **No Relationship** checkbox. Click the **Next** button to continue.	

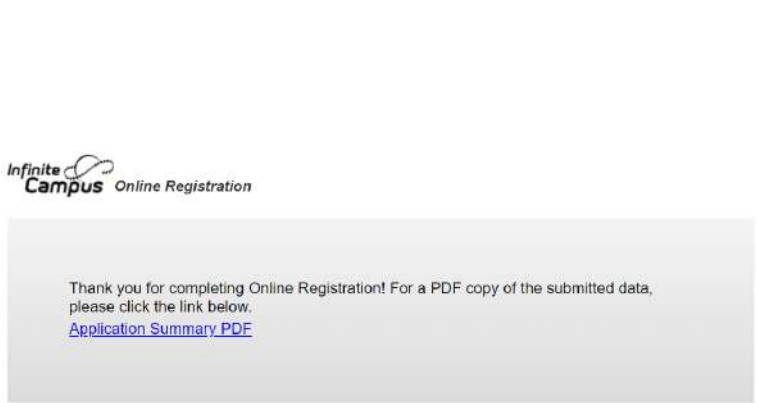|	*Action*	*Screenshot*
Step 18	The following *Student Services* screen will appear. Please answer the three questions appropriately via the dropdown list. If you answered Yes to having a current IEP or 504 plan, the respective upload button will appear giving you the option to upload the students current IEP or current 504 plan 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 ▼ Has your child ever received English as a Second Language (ESL/ELL) services? ▼ Click here to upload Current IEP Click here to upload Current 504 Plan ◀ Previous Delete 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.	✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Student ⊘ Completed Student First Name Last Name Gender School Completed M Aloha Elementary School ✓ Edit/Review 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 has been verified, click **Submit**. If an application is submitted with errors, you will need to contact the school office to make corrections.	✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Student ▼ Completed You must submit your application by clicking the following button. Submit PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application. Back Application Summary PDF
Step 21	You may print your *Online Registration Summary* for your records.	**Online Registration Summary** Page 1 / 1 30 **Modified By:** **Modified Date:** **Application End Year:** 2021 **Confirmation Number:** # 30 **Application Created By:** crown aloha Household **Primary Phone** Home Phone: (111)111-1111 **Home Address** 1111 Disney Kapolei, HI 06707 Household has no separate Mailing Address **Documents Uploaded:** HomeAddress Utility Bill.jpg Proof of Residency Parent/Guardian Aloha , Crown Gender: F Birthdate: Household: Yes **Contact Information** Cell: (808)111-1111 Work: Other: Email: caloha@email.com Secondary Email: Student Aloha , Daisy Gender: F DOB: 08/25/2014 **Demographics** Enrollment Grade: 10 Home School: Hilo High School **Relationships** Crown Aloha - Mother

	Action	Screenshot
Step 22	The following *Warning message* will appear. When you are ready to submit the registration 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.	**Warning** 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. Confirm Cancel
Step 23	Your submission is now complete and available for the school staff to process. Submittal of this Online Registration, alerts the school to start the enrollment process. A confirmation email will be sent to the email address you indicated. Your school will require additional documents and forms such as student health forms, Application for Student to Ride School Bus, etc. Please refer to the following link -> How to Enroll on the Hawaii DOE website. For specific information, please contact the school.	Infinite Campus Online Registration Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below. Application Summary PDF

Mahalo for completing the online registration for new student enrollment!