

CHECKLIST FOR INCOMING: DOE, PRIVATE, MAINLAND, or FOREIGN COUNTRY STUDENTS.

More information on hawaiipublicschools.org [Hawaii DOE | How to Enroll](#)

- 1. PROOF of RESIDENCE** – Parent/Guardian must provide proof of residence within the Stevenson School District Boundaries.
 - A Rental Agreement, Mortgage Document, or utility bill** (electric, water, cable, or landline phone bill) with legal parent/guardian's name and address.
 - Notarized letter** from the owner/initial renter of the property along with proof of residence attached.

- 2. PICTURE ID OF PARENT/GUARDIAN** – Driver’s License, State ID, or Passport.

- 3. TB CLEARANCE** - The tuberculin test (Mantoux) or chest x-ray must be performed in the United States or a US Military Base.
 - DOE/Mainland/Private School Students - Proof of TB Clearance.
 - Foreign School Students** - Completed within one (1) year before entry into Hawai‘i’s school system (preschool **or** K to 12) performed in the United States or Military Base

- 4. HAWAI‘I SCHOOL HEALTH RECORD (F-14)** - A completed F-14 including a physical examination and all required immunizations or appointment card.
 - DOE/Private School Students - Provide proof of a physical exam.
 - Incoming 7th Graders must have a new Physical Exam within 12 months of the start of 7th Grade.
 - Mainland/Foreign School Students** - Completed within one (1) year prior to entry into Hawai‘i’s school system (preschool **or** K to 12) performed in the United States or Military Base.

- 5. LEGAL COURT DOCUMENTS** - Temporary Restraining Order (TRO), any Legal Name Change Document for student and parent, Divorce Decree showing Legal and Physical Custody changes, Guardianship Documents and/or Power of Attorney (Valid POAs must have an expiration date of less than one year stated in the document).
 - A student not residing with legal guardians/parents, **documentation of a valid “Special Power of Attorney” (POA). POAs must have an expiration date (not exceeding one year) stated in the document.**

- 6. BIRTH CERTIFICATE or PASSPORT** - Student’s Birth Certificate, Passport, or any other official document to show the date of birth.

- 7. *Documentation of release papers and transcript records from school last attended.**
 - Hawai‘i students from DOE (must have a release from last DOE School) or private school.
 - Grades of the child’s latest report card and a copy of results from the latest achievement Test results.
 - Students transferring from out of state and do not have documents should have the name and address of the last schools attended.

- 8. Parent/Legal Guardian living OUT-of-DISTRICT – Must have an Approved Geographic Exception.**

****PARENTS ARE RESPONSIBLE FOR PROVIDING STEVENSON MIDDLE WITH TRANSCRIPTS FROM YOUR CHILD’S PREVIOUS SCHOOL. FAILURE TO PROVIDE THIS INFORMATION MAY AFFECT YOUR CHILD’S PROMOTION TO GRADE 9.***

Falsification of documents submitted is subject to penalty under Hawaii Revised Statutes 710-1063, resulting in the child being sent back to the school where he/she should properly be attending. The Department may pursue prosecution at its discretion.