

HAWAII STATE DEPARTMENT OF EDUCATION (DOE) ENROLLMENT REQUIREMENTS

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ENROLLMENT IN HAWAII PUBLIC SCHOOLS:

Health Records

- TB Test with Clearance**—Results must be within 12 months at the time of registration. The certificate of TB examination must include date of administration, reading and results in millimeters.
- Immunizations** must be up to date
- Physical Examination**—Results must be within 12 months at the time of registration
 - Shot records and physical exam records will need to be transcribed to Hawaii DOE Student Health Record, Form 14. To Download a Student Health Record, go to:
<http://www.hawaiipublicschools.org/DOE%20Forms/Enrollment/StudentHealthRecord.pdf>
 - Ensure that Form 14 is signed by the physician.

Birth Certificate

- Original, certified copies, or US Passport

Proof of Current Address

- Rental or mortgage document, Military Orders, Notice of base housing assignment, or notarized statement of residence (if living with relative). For temporary proof of residency at Kalaheo High School, families must provide a letter from the Housing Office stating that the sponsor is on the housing wait list. The housing office will provide this letter upon request.

School Records

- Individual Education Plan (IEP) (if applicable)
- Copy of transcript or latest report card

Legal Documents (if applicable)

- Power of Attorney if parents give another adult legal guardian rights
- Guardianship/Custody Papers

For more information, please visit the Hawaii Public Schools website:

[http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/
HowToEnroll/Pages/home.aspx](http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/HowToEnroll/Pages/home.aspx)