Enrollment and Withdrawal Processes and Procedures

For Registrars And Office Assistants

School Process and Analysis Branch
Office of Information Technology Services
Department of Education • State of Hawaii
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ACRONYMS

1. AP - Advanced Placement
2. ASP - Afterschool Snack Program
3. BOE - Board of Education
4. CAS - Complex Area Superintendent
5. CHP - Chapter
6. CASAS -Comprehensive Adult and Student Assessment System
7. CBHSDP - Community-Based High School Diploma Program
8. CUM - Cumulative Folder
9. DOE - Department of Education
10. DHS - Department of Human Services
11. eCSSS - Electronic Comprehensive Student Support System
12. ELL - English Language Learner
13. EOEL- Executive Office of Early Learners
14. GE - Geographical Exception
15. GED - General Educational Development
16. HAR - Hawaii AdministrativeRules
17. HCO-Homeless Concerns Office
18. HIDOE - Hawaii Department of Education
19. HLIP - Hawaiian Language Immersion Program
20. HRS - Hawai'i Revised Statutes
21. ID-Identification
22. IDEA - Individuals with Disabilities Education Act
23. IEP - Individualized Education Plan
24. MVA - McKinney Vento Act
25. MV-1 - McKinney Vento Form 1
26. NSLP - National School Lunch Program
27. OCISS - Office of Curriculum, Instruction and Student Support
28. OHNCHP - Office of Hawaii Child Nutrition Programs
29. PCS - Public Charter School
30. POA - Power of Attorney
31. SFSB - School Food Services Branch
32. SLH - Session Laws of Hawaii
33. SNAP - Supplemental Nutrition Assistance Program
34. SPED - Special Education
35. SSES - Statewide Student Enrollment System
36. TB - Tuberculosis
37. TLF - Temporary Lodging Facility
38. VISI - Visual Interpretation of Student Information
39. WCSAHC - Waipahu Community School for Adults Hilo and Kona Campus

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- Listed below are a few sample pages from the School-Level Documents List found on page 83. Many of the school-level documents can be found in the preceding General Appendix.
- The below forms were current at time of publishing.
- Please refer to the program's website or contact the proper DOE office for updated forms to use.

Acknowledgements

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- Central District - Enrollment - General, Foreign (Exchange), HI Public students, Out-of-State/Private, Kindergarten, Homeschool, Immunizations/Student's Health Record (Form 14). All Central District registrars participated.

- Honolulu District - Withdrawal, Certificate of Release. Contributing registrars and schools include: Alan Young, Washington Middle School; Aric Oumi, Prince David Kawananakoa Middle School; Brian Okada and Layne Fujimoto, Farrington High School; Carrie Yamamoto, Roosevelt High School; Dwayne Iwamoto, Stevenson Middle School; Gary Oyler, Kaimuki High School; Lori Uetake, Kaiser High School; Mahinalani Kamaka, Kula Kaiapuni 'O Anuenue School; Neal Hirasaki, Kalani High School; Norine Ishii, Jarrett Middle School; Osa Tui, McKinley High School; Patrick Choy, Kaimuki High School; Robin Uyeunten, Niu Valley Middle School; Rochelle Shiraki, King David Kalakaua Middle School; Sheila Leong, Central Middle School; and Victor Padilla, Dole Middle School.

- Kauai District - Power of Attorney, Records Transfer, Caregiver Consent Affidavit, Surrogacy Parent, Legal Guardianship, Foster Parents. Contributing registrars and schools include: Deborah Kim, Kapaa Intermediate School; Deborah Chaffin, Waimea High School; Cinthy Kagawa, Waimea Canyon Elementary School; Rolando Dace, Kamakahelei Middle School; Todd Barcial, Kapa'a High School; and Jacqueline Inouye, Kauai High School.

- Leeward District - Verification of Student ID. Contributing schools and registrars include: Anson Chan, Kapolei Middle School; Brian Lynch-Urbaniak, Ilima Intermediate School; Chinami Yoshii, Ewa Makai Middle; Eileen Iwamasa, Highlands Intermediate School; Joseph Cacatian, Waipahu Intermediate School; Laurene Kurata, Pearl City High School; Lori Ishikawa, Kapolei High School; Raelene Hidano, Waianae High School; Reagan Cavallaro, Nanakuli Intermediate and High School; Sandra Sakihara, Waianae Intermediate School; Steve Miyashiro, Waipahu High School; and Warren Izumigawa, Julie Ramos, Campbell High School.

- Maui District - Exceptions to Compulsory Attendance, Homeschooling, Adult Schools. Contributing schools and registrars include: Arlene Shinozuka, Maui Waena Intermediate School; Barbie Otomo, Lahainaluna High School; Darryl Munetake, Lahaina Intermediate School; Doreen Matsushita, Iao Intermediate School; Henry Delima, Lokelani Intermediate School; Joyce Chun, Baldwin High School; Julia De George, Molokai High School; Kelly Ka'awa-Richardson, Molokai Middle School; Kim Uyehara, Kekaulike High School; Rebecca Winkie, Lanai High and Elementary School; Shane Okamoto, Maui High School; and Sue Williams, Samuel E. Kalama Intermediate School.

- Windward District - Geographic Exceptions, Application for Free and Reduced Meals, Opening of School Year: Audra Chang, Kailua High School and Darcy Wakayama, James B. Castle High School.

- Final Review Group: Amy dela Cruz, Waiau Elementary School; Amy Okino, Keeau Middle School; Aumoana Kanakaole, Hawaii Academy of Arts PCS; Bonnie Yoshida, Aliamanu Middle School; Chinami Yoshii, Ewa Makai Middle School; Constance Ramey, Keonepoko Elementary School; Eileen Iwamasa, Highlands Intermediate School; Howard Hashimoto, Kohala High School; Kathleen Castro, Wailuku Elementary School; Neal Hirasaki, Kalani High School; Rhon Ching, Kohala Elementary School; and Shane Okamoto, Maui High School.

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INTRODUCTION

The Enrollment and Withdrawal Processes and Procedures Section is a handy document to guide school office staff. It is anticipated that this Enrollment and Withdrawal section will be continuously reviewed and updated by the user. As processes change, procedures may also be changed. Registrars and office assistants are encouraged to keep this Enrollment and Withdrawal section manual current by inserting new materials to ensure that they will have a viable and working section manual.

It is imperative that all school data errors are addressed on a daily basis. If errors are not addressed or avoided, other DOE, state and federal systems/reporting will be impacted. Hence, it is important that the registrars and office assistants understand these day-to-day procedures and processes, as part of their work responsibilities.

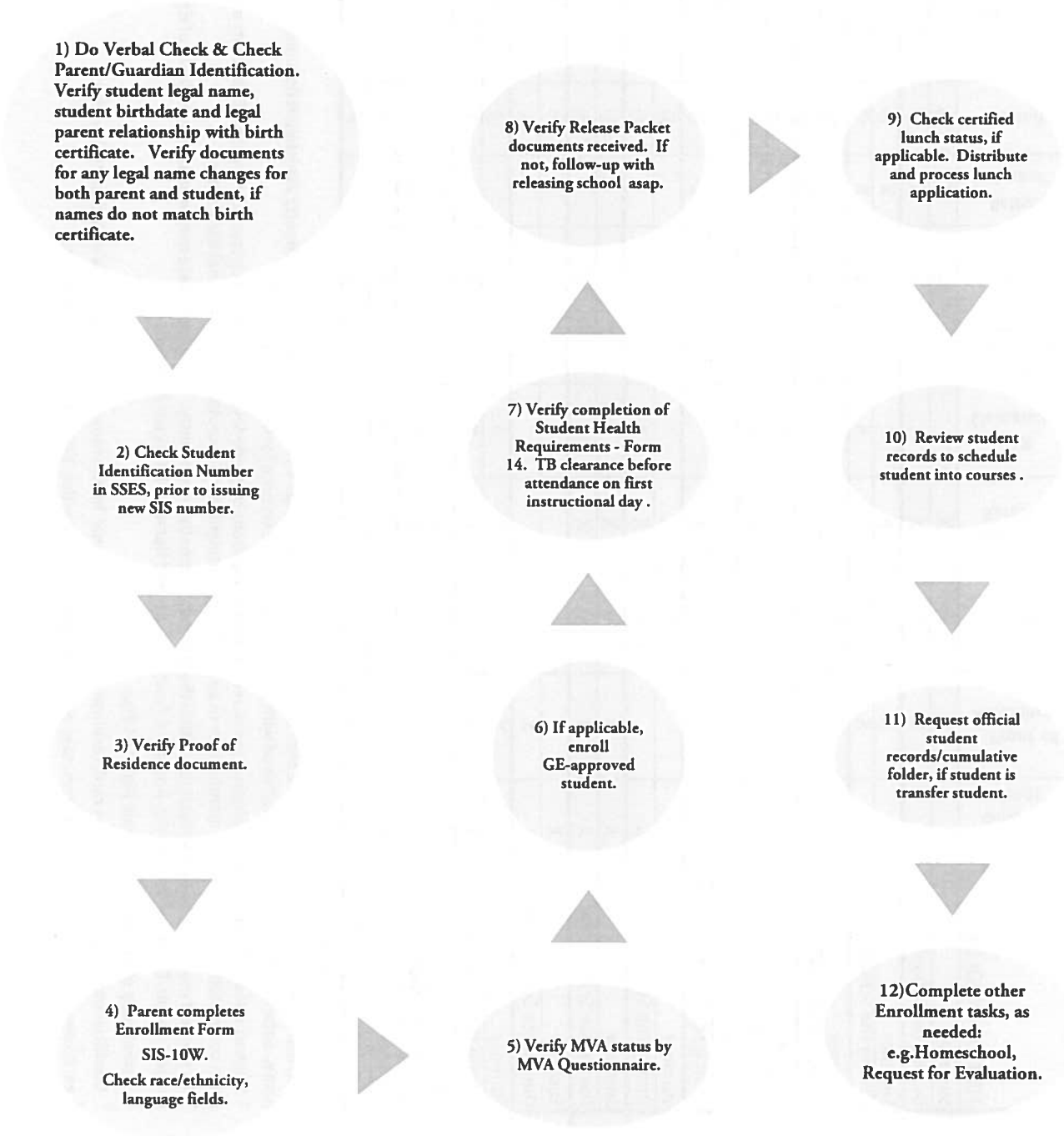
The registrars and office assistants play a vital role in the maintenance of accurate data for school, federal, and state reporting mandates. This Enrollment and Withdrawal manual will be an important resource of the mandatory processes and procedures needed to maintain daily data quality in schools. Such data will enable longitudinal tracking of student information, consistent state and federal reporting for highly qualified teachers, geographic exceptions, homeschooled students, student locator requests by other state agencies, student support, transportation, school food services, etc.

In this document, any reference to Hawaii Administrative Rules or Hawaii Revised Statutes will be referenced as HAR and HRS, respectively. Related Resources noted in this manual may be located within the Reference Guide for Registrars and Clerks, provided it is kept currently updated by school office staff.

CHAPTER 1:

STUDENT ENROLLMENT

Enrollment Tasks Flowchart



REQUIRED ENROLLMENT FORMS MATRIX

STUDENT ENROLLMENT SCENARIOS	TIME OF ENROLLMENT	Birth Cert. (legal birth date/legal name)[1]	Proof of Residence[2]	SIS-10W w/MV-1	Student Health Record[3]	TB Clearance[4]	G.E. documents	IEP/504[5]	Release Packet[6]	Custody	Passport	Other legal docs[7]	MVA Packet	Emergency Card
Enrolling from a HI Public School	Summer		X	X	X			@	X	@		@	@	X
	During the School Year		X	X	X			@	X	@		@	@	X
Enrolling from a HI Private School	Summer	X	X	X	X	^		@	X	@		@	@	X
	During the School Year	X	X	X	X	X		@	X	@		@	@	X
Enrolling from another State	Summer	X	X	X	X	^		@	X	@		@	@	X
	During the School Year	X	X	X	X	X		@	X	@		@	@	X
Enrolling from a Foreign Country	Summer	X	X	X	X	^		@	X	@	X	@	@	X
	During the School Year	X	X	X	X	X		@	X	@	X	@	@	X
Enrolling as a GE Student from a HI Public School	Summer			X	X		X	@	X	@		@	@	X
	During the School Year			X	X		X	@	X	@		@	@	X
Enrolling as a GE Student - NON-HI Public School	Summer	@		X	X	^	X	@		@		@	@	X
	During the School Year	@		X	X	X	X	@		@		@	@	X
Enrolling for Kindergarten	Summer	X	X	X	X	^		@		@		@	@	X
	During the School Year	X	X	X	X	X		@		@		@	@	X
Enrolling as a Request for Evaluation	Summer	X	X	X						@		@	@	
	During the School Year	X	X	X						@		@	@	
Enrolling as a Subsidized Pre-School Student	Summer	X	X	X	X	^		@		@		@	@	X
	During the School Year	X	X	X	X	X		@		@		@	@	X
Enrolling as a Foreign Exchange Student	Summer	X	X	X	X	^			X	@		@	@	X
	During the School Year	X	X	X	X	X			X	@		@	@	X
Enrolling from Homeschooling	Summer	@	@	X	@	@		@		@		@	@	X
	During the School Year	@	@	X	@	@		@		@		@	@	X

Legend:
@ = As Applicable
X = Required
^ = Required prior to 1st Day of Attendance

[1] ex. Birth certificate, passport

[2] ex. Rental/lease agreement, acceptance offer of lease agreement, mortgage document, utility bill, real property assessment document in parent/guardian's name, notarized statement by relative/friend with stipulations (see DOE website for more information)

[3] Student's Health Record includes physical exam, required immunizations by grade-level, and TB exam clearance. New HIDOE students must provide a physical exam completed within the last 12 months prior to entry. An appointment slip is acceptable for provisional enrollment.

[4] TB skin test must have been administered within the previous 12 months, if new entry. The TB certificate may be issued by HI Dept. of Health or a U.S. licensed Medical Doctor, Doctor of Osteopathy, Advanced Practice Registered Nurse, or Physician Assistant.

[5] Current copy of Individual Education Plan/504 Plan

[6] Unofficial transcript or latest report card, certificate of release (optional: health record, clearance release w/withdrawal marks)

[7] ex. Power of attorney, guardian ad litem, case worker assignment/court order, TRO, legal name change, etc.

DOE website:
http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/HowToEnroll/Pages/home.aspx

STUDENT NAME:_____GRADE:_____GRAD YR:_____

SCHOOL ENTERING:_____ SID #:_____

ENROLLMENT REVIEW CHECKLIST:

NOTE: This checklist tool is to aid proper processing of documents reviewed and/or received during enrollment of a student.

		HI DOE PUBLIC	Non HI DOE	Homeschool	Foreign Exchange	Foreign Country
PHOTO ID	Parent/Legal guardian	☐	☐	☐	☐	☐
	Foster parent	☐	☐	☐	☐	☐
IRTHDATE/NAME VERIFICATION	Birth Certificate	☐	☐	☐	☐	☐
	Passport	☐	☐	☐	☐	☐
PROOF OF RESIDENCE	Mortgage Document	☐	☐	☐	☐	☐
	Rental/Lease Agreement or Acceptance Letter	☐	☐	☐	☐	☐
	Electricity/Water/Gas Utility Bill	☐	☐	☐	☐	☐
	Notarized Letter from friend/relative	☐	☐	☐	☐	☐
ENROLLMENT FORMS	SIS-10W Enrollment Form	☐	☐	☐	☐	☐
	MVA Questionnaire (MV-1)	☐	☐	☐	☐	☐
HEALTH RECORDS	Physical Exam	☐	☐	☐	☐	☐
	TB Clearance	☐	☐	☐	☐	☐
	Immunizations	☐	☐	☐	☐	☐
LEGAL DOCS	Power of Attorney, Guardianship, Child Custody Legal Name Change, Caregiver Consent	☐	☐	☐	☐	☐
ACADEMIC DOCS	Transcript (Secondary School)	☐	☐	☐	☐	☐
	Report Card	☐	☐	☐	☐	☐
	Progress Report	☐	☐	☐	☐	☐
	Student Schedule	☐	☐	☐	☐	☐
	IEP/504	☐	☐	☐	☐	☐
OTHER	GE-Approved Request Form	☐	☐	☐	☐	☐
	Lunch Application (Free & Reduced)	☐	☐	☐	☐	☐

May be filed in Student CUM Folder by current school.

A. GENERAL INFORMATION

1. Per §302A-1132,*Attendance compulsory; exceptions,* HRS, *and* Title 8, Chapter 12. *Compulsory Attendance Exceptions,* HAR, all children **ages five to 18 years old are required to attend a public or private school unless excluded from attendance.** Per Act 163 (SLH 2010), HRS, students who are 20 years of age on the first instructional day of the school year are ineligible to attend a DOE public school. Per Act 215, (SB2134), SPED students are eligible until the age of 22 years old to attend a DOE public school. Students who are returning for a fifth year of high school must attend school, if they do not attain the age of eighteen years by January 1 of any school year.

2. Per §302A-1143, *Attend School in What District,* HRS, all students shall be required to **attend the school in which they reside unless the student is a Hawaiian language immersion student, a Geographic Exceptions approved student, or a McKinney-Vento (homeless) student.** The School Site Locator, posted on the DOE public schools website, enables a user to determine the home school located within the service area boundaries of DOE and public conversion charter schools. Please review the school attendance boundary on the School Site Locator site and report any errors to Facilities Information Technology Services Section at 586-3452.

3. The *Enrollment Tasks Flowchart* is a visual reminder of the enrollment tasks to process an enrollment.

4. Review the *Enrolling in School* public webpage at http://www.hawaiipublicschools.org for the most updated requirements. You may enroll/admit these students when all required paperwork is completed. The *Required Enrollment Forms Matrix* is a visual reminder of forms that are required for each student type. The *Enrollment Review Checklist* is a tool to document what has been received from the parent and/or releasing school.

5. **Mainland transfers** often come without release packets. So that, secondary registrars will have to follow up, especially with AP and GT students, to verify proper transferring of credits obtained at mainland school.

6. Make sure that students entering for **next school year** have the required enrollment packet completed. If parent does not have all forms/release packet from prior local school, there will be at least a slight delay until the new school can contact the prior school to verify actual existence of Form14, birth certificate and release. Schools should send requested forms, i.e. student's cumulative folder, as soon as possible to expedite enrollment. Student's cumulative folder should have proper documents removed and kept prior to transfer.

7. Note that **ALL** students, who have entered any public or private Hawaii school for the first time, must have completed aTB clearance within one year before the first day of attending any school in Hawaii. There are NO exceptions for this requirement. If a Kindergarten student has already received a TB clearance from a prior Hawaii preschool or daycare center, then that TB clearance is acceptable if completed within one year of preschool entry.

8. Provisional enrollment for 90 days may be granted if a signed statement or appointment slip from a doctor stating that the student has a physical exam scheduled and/or has begun the vaccination series and is waiting for the next dose. Out-of state records from a U.S. licensed doctor that meet the requirements are acceptable.

9. Record every student using your choice of document (e.g. excel spreadsheet) to list and keep track of your gains and losses of students who are admitted and withdrawn from your school. Figure 1 is a sample of an eSIS report that can be used to verify your gains and losses list.

10. Refer to *General Appendix: List of Forms and Documents* for sample documents.

11. For any demographic changes before and after registration, parents complete *Demographic Change Form,* SIS-11 (Fig. 9).

RELATED RESOURCES

- §302A-1132 *Attendance compulsory exceptions*, HRS.
- §302A-1143(1) *Attending school in what service area*, HRS.
- *Proof of Residence Required for Enrollment,* DOE Memo, 2/25/14.
- *Hispanic Race Selection No Longer Available in eSIS Race Details Screen*, DOE Memo, 5/16/14.
- *Clarification to Geographic Exception Form (CHP 13-1 rev 2/13)*, DOE Memo, 6/27/13.
- *Distribution of School Health Forms*, DOE Memo, 6/7/12.

B. ENROLLMENT FORMS AND DOCUMENTS

1. Use the Enrollment Review Checklist (pg.13) to monitor review of documents and/or submission of current forms. Refer to DOE memos for updates regarding required documents or forms:
   - **Birth Certificate** or other legal proof of birth date and legal name and parent relationship- If birth certificate is not available, then VISA or passport may be used to verify birthdate and legal name but parents would need to submit other proof of legal parent relationship.
   - **Proof of Residence** (POR) - Schools have discretion to require additional proof of evidence, as needed.
   - **Enrollment Form** (SIS-10W)- Assist parent/guardian to complete form. (Fig. 2)
   - **McKinney-Vento Act Questionnaire** (MV-1)(Fig.3)
   - **Student Health Record** (Form 14)(Fig.5) -Includes TB Clearance Certificate (Fig.6), physical exam, required immunizations.
   - **Emergency Card** – Emergency Card (Fig. 4) is to be completed every school year by all students.
   - Optional: **Health Center Card** (Form 24)(Fig.7) -Primarily used in elementary schools. Filed with school health aide and not stored in CUM.

   Documents from previous school
   - **GE-Approved Request Form** (Fig. 14)
   - **Special Education Individual Education Plan (IEP)/504 Plan**
   - **Emergency Rescue Medications Form** (Fig. 8)

2. Legal Documents are official documents usually recognized by a court. It is important to notify relevant staff members to be aware of the following legal documents:
   - **Letters of Guardianship** or **Guardian Ad Litem** (if not living with legal/biological parents)- Legal guardianship is not created by documents such as power of attorney or special power of attorney. It is created by a formal family court order which specifies the duties of the guardian. Request copy of legal document for student's cumulative folder. Check for birth certificate and other court documents in folder.
   - **Power of Attorney (POA)**(if living away from parent/legal guardian). The duration of a POA in Hawaii is one year length only and the expiration date should be labeled on the document. It must be submitted annually by the parent. All POAs must be notarized and state the name of the student, parent and designee, with parent signature. Check POA annually. Maintain a current list of POAs on file. Send request for updated POAs that expire the current school year. Refer parent to Legal Aid, if parent requests further assistance. DOE does not supply "sample" POA forms for parents. Make sure that all pertinent staff is informed when a new POA is turned into the school.
   - **Caregiver Consent Affidavit**- Try to get a POA before doing a Caregiver Consent Affidavit. Check that form is signed and notarized. In order for a parent to submit this form, a student must have lived continuously with the caregiver at least 6 months prior to enrollment. Caregiver Consent Affidavit (Fig. 10) is when a parent can not be located and child resides with caregiver. Parent Authorization for Caregiver Consent (Fig.11) is when a parent authorizes caregiver to conduct enrollment for the student. However, this does not apply if student is living with the parent or parent rescinds approval of the authorization. Parent may rescind authorization at any time. Caregivers do not have access to any SPED-related documents nor can they participate in any SPED-related meetings. They may request an evaluation for services but will not receive evaluation results. Only parent/guardian/POA may receive evaluation results and present student for SPED/504 services. If parent's whereabouts are unknown, direct caregiver to contact Homeless Concerns Office and/or DHS to determine if student is considered homeless. Medical affidavit is needed for medical authorization.

Other Legal Documents include:
- Custody documents, if parents are separated
- Legal adoption documents
- Legal name change documents

Other Related Resources:
- Reference Guide, POA, Section XX
- Reference Guide, Caregiver, Section VII
- Full Participation in School Act, §302A-481, HRS.
- Full Participation in School Act, DOE memo, 9/10/2010.

C. STUDENT TYPES

1. **EDUCATION OF EARLY LEARNERS** (EOEL): Parents must apply during the application window from March 1 to April 30. Parents must submit birth certificate, proof of residence, financial documentation and self-addressed-stamped envelope (SASE). Schools date-stamps completed EOEL Pre-Kindergarten application (Fig. 27), verifies residency and sends application, along with financial and copy of birth certificate to EOEL-OCISS. EOEL will approve or deny the application and school will receive a copy of the application with a marked response of approved or denied. Approved applicants will enroll normally and denial letters will be mailed by the school. A lottery will be conducted for if there are more approved applicants than available openings. Refer to Chapter 15 , *Pre-Kindergarten Education of Early Learners (EOEL).*
2. **ENGLISH LANGUAGE LEARNERS** (ELL): Refer parent to the Long List of Languages Form to make selection on the enrollment form (Fig. 12). All new ELL and ELL transfer students are to be referred to the ELL school specialist for further evaluation and/or monitoring, after enrollment. If parent requires translator to process enrollment, refer to ELL specialist and/or community (including staff) resources. Foreign consulates or local libraries sometimes have lists of local translators available for community needs.
3. **FOSTER CHILDREN** Foster children must be enrolled or released from a DHS social worker. The social worker should be present during enrollment or release and present his/her badge ID for verification. If there is an emergency, DHS social worker may fax a *DHS Authorization to Request Enrolling/ Withdrawing A Foster Child Into School* Form (Fig. 13) to the enrolling or releasing school. Keep original fax for school records and attach a copy to the student release packet. Also, make sure that you check picture ID of foster parent upon meeting.
4. **GEOGRAPHIC EXCEPTION**(GE): Refer to Chapter 7, *Geographic Exceptions Approved Enrollment.*
5. **HAWAIIAN LANGUAGE IMMERSION PROGRAM** (HLIP): Students may be enrolled at on-site programs housed within a DOE school or located as a public charter school. These students are not required to attend their home district school but may be openly enrolled in the HLIP program. Therefore, no Geographic Exceptions approval is necessary.
6. **HOME SCHOOL "ENROLLMENT":** Homeschooled students are enrolled into the home school AND withdrawn as inactive students. They remain on your school roster but do not require enrollment forms, proof of residence or health requirements to be completed. Parent/legal guardian is only required to notify intent to homeschool to the principal by a submitting a letter of intent OR by submitting a 4140 for homeschooling. If homeschool student moves, then PARENT must submit a new notification to the new home district school. Refer to Chapter 19, *4140 Homeschooling Withdrawal* for more information.
7. **KINDERGARTEN:** In May 2014, Act 76 made Kindergarten attendance **mandatory** for all children who are five years of age on or before July 31. Parent shall enroll the child in a public school kindergarten, unless the child is enrolled at a private school or the child's attendance is otherwise exempt under Section 302A-1132, HRS. Military Kindergarten students who are not yet five years old and were enrolled in an accredited Kindergarten program elsewhere shall continue their enrollment in the Kindergarten program in Hawai'i public schools.
8. **MCKINNEY VENTO ACT STUDENTS:** Currently, a MVA Questionnaire (MV-1) form needs to be completed with every student enrollment, release or transfer. If parent lives with a relative or friend, a notarized statement of residence with relative/friend, along with a relative/friend's proof of legal residence must be submitted for enrollment. (e.g. utility bill of relative/friend). If your school is not the school of origin or home school of the child, then the parent will need to apply for a geographic exception to enroll the child. Refer to Chapter 6, *McKinney-Vento Students.*

9. **Special Education Students beyond Compulsory Age 18:** Special education students who have not yet received a diploma and require special needs services may attend school until age 22 in a public K-12 school. A student with a disability may be entitled to additional protection under Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and Chapter 60, HAR. Parent/guardian enrolls the student in school:
   - If student has moved and now enrolling in a different DOE school, enroll as transfer student.
   - Registrar enrolls the student in the appropriate grade level.
   - Assign current SPED courses to student even if the course is a non-repeatable course.
   - Students who attain 22 years of age are to be withdrawn on their 22nd birthday.

D. ENROLLMENT PROCEDURES

1. NEW STUDENT ENROLLMENT

a. Verify the identity of the parent/guardian and the type of caregiver relationship.

b. If the student is adopted, foster, or POA (Power of Attorney), then make sure that the adult brings in legal documents to establish how the caregiver is legally related to the student:
   - If adopted student, then adoption papers to be verified.
   - If foster student, then DHS authorization letter to be verified.
   - If POA, then Power of Attorney document to be verified. The POA must state the parent and child's name and the expiration date can not be no longer than one year in duration from signed date. Maintain a log of POAs with expiration dates.
   - If Caregiver Consent, then a notarized Caregiver Consent Affidavit (Fig.10) to be verified. If parent gives consent, then a notarized Parent, Guardian, Legal Custodian Authorization for Caregiver Consent document (Fig.11) must also be submitted.

c. If student is unaccompanied minor, then contact the Homeless Concerns Office.

d. If student is unaccompanied minor with disabilities, then refer to Surrogate Parent Guide to determine need for a surrogate parent if parent can not be identified, parents "whereabouts" are unable to be discovered or student is a "ward of the state". See Surrogate Parent Framework Flowchart to determine if surrogate parent needs to be appointed. See *Surrogate Parent Guide,* DOE memo, 2/13/2012.

e. For new student enrollment, Parent/ Guardian completes the required enrollment forms:
   - Enrollment Form (SIS-10W) (Fig. 2)
   - MVA Questionnaire (MV-1) (Fig. 3)
   - Emergency Card (Fig. 4)
   - Health Center Card (elementary Form 24) (Fig. 7)

f. Registrar/office assistant checks the following documents:

   1) Check front and back of Birth Certificate for state registrar's stamp and certificate number and file copy in Form 13 (elementary cum folder). Verify legal name, birth date and legal parent with birth certificate and file copy in Form 13 (cum folder). A passport is also acceptable.

   2) Schools have discretion to ask for more than one Proof of Residence.
      1. Current utility bill, within past 60 days of enrollment
      2. Current lease/rental agreement, mortgage document, property assessment statement, county housing verification.
      3. 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.
      4. Notarized statement of residence must be attached to proof of residence from relative (if family is living with a relative to describe living situation)
      5. Homeless students need no proof of residence (See Chapter 6, McKinney-Vento)

3) Check the Student Health Record (Form 14) for completion of physical exam, required immunizations and TB Clearance. See Chapter 8, *Student Health Records.*
   - New entry students must provide a physical exam completed within the last 12 months prior to entry.
   - An appointment slip is acceptable for provisional enrollment of 3 months from the date of provisional attendance to complete the physical exam and immunization requirements.
   - TB clearance documentation (Fig. 6). TB test must have been administered in the United States or U.S. military installation, within the previous 12 months of FIRST ENTRY in Hawaii public or private school.
     - No exemptions for TB clearance. However, there are medical and religious exemptions for vaccinations and physical exam.
     - Please note that if TB clearance documentation is not provided, the student can be enrolled, but will not be able to attend the first day of instruction until such clearance is provided. Alternative education may be provided to the student in **exceptional** circumstances or delays.
4) If applicable, check the Geographic Exceptions Approved Request Form **(CHP13-1)** (Fig. 14)
   - Geographical exceptions do NOT apply to McKinney-Vento eligible students, unless the parent/guardian wants the student to attend a school other than the student's school of origin or home school.
   - Geographic exceptions DO apply to multiple siblings. who live at different residential locations and attend different schools other than their school of origin or home school.
5) If applicable, check the Special Needs documentation (IEP, 504 Plan, etc.)

2. TRANSFER STUDENT FROM A HI PUBLIC SCHOOL to another HI Public School

All items from Section D.1, with attention to the following:

a. Parent must complete the official State enrollment form.
b. Parent or guardian may be asked to provide the following forms, which includes:
   1) Release Packet:
      - Student's Certificate of Release (Form 211) (Fig. 15)
      - Copy of the Health Record (Form 14) (Fig. 5)
      - Copy of the VISI (for secondary schools)(Fig. 16)
      - Transcript/Report Cards
      - Clearance Form (optional for secondary schools)
      - Other - POA: As a courtesy, if student transfers, inform next school if POA has expired or if there has been a legal name change.

3. STUDENT FROM A HAWAII PRIVATE SCHOOL

All items from Section D.1, with attention to the following:

- Certificate of Release - All schools in Hawaii are required to use a certificate of release for transfers.
- Birth certificate or other legal proof of birth date and legal name
- If student is a re-entry student to HIDOE, a prior TB clearance certificate from a prior enrollment and attendance in any **Hawaii** private or public school is acceptable. TB clearance will need to be verified with the prior school.

4. STUDENT FROM ANOTHER STATE

All items from Section D.1, with attention to the following:

- Proof of Residence
- Birth certificate or other legal proof of birth date and legal name
- If student is a re-entry student to HIDOE, a prior TB clearance certificate from a prior enrollment and attendance in any **Hawaii** private or public school is acceptable. TB clearance will need to be verified with the prior school.

5. STUDENT FROM ANOTHER COUNTRY

All items from Section D.1, with attention to the following:

- Proof of Residence
- Birth certificate or other legal proof of birth date and legal name.
- A passport can be used to verify birthdate and legal name, if birth certificate is not available, but parents would need to submit other proof of legal parent relationship. The passport may not include parent/legal guardian information.
- If student is a re-entry student to HIDOE, a prior TB clearance certificate from a prior enrollment and attendance in any **Hawaii** private or public school is acceptable. TB clearance will need to be verified with the prior school.
- Foreign schools may not have formal release packets to provide to parents. Have parents sign bottom (Notice of Enrollment) of Form 211 and forward to request records from former school. If you have problems obtaining student's former records, contact the foreign consulate of the country. Please see Chapter 13, *Foreign Students* in the *Reference Guide for Registrars and Clerks* for more information.
- You may receive a Student Information Questionnaire to complete from the Foreign Student Exchange Agency.

Chapter 2:

PARENT/GUARDIAN & STUDENT IDENTIFICATION

PARENT/GUARDIAN AND STUDENT IDENTIFICATION

A. VERBAL CHECK

Do a verbal check to confirm correct enrollment:

- "What is your current address?"
- "Are you planning to homeschool your child?"
- "Are you enrolling on an approved GE?"
- "Are you enrolling through the McKinney-Vento Act?"
- "What school are you coming from? ...Have you attended a school in Hawaii before?"

TB CHECK: If student is a first entry to Hawaii DOE, then ask if TB clearance has been completed yet. If Kindergarten student has completed TB clearance within 12 months of first entry into a Hawaii public or private preschool, then this is acceptable but parent/guardian must submit TB certificate.

B. PARENT/GUARDIAN AND STUDENT IDENTIFICATION

1) The adult must present a form of identification to identify himself or herself:
   a) Military personnel may not be able to provide a photo copy of their military ID at the time of enrollment but should present another picture ID (i.e. Driver's License, passport with photo ID, or State ID).
   b) Make sure that the name of the parent or guardian ID should match either the parent/guardian's name on the birth certificate or legal guardianship documents of student.
2) The adult must present a form of identification for the student:
   a) Parent/legal guardian/social worker of foster child/Caregiver Consent Affidavit designee/ emancipated minor may bring birth certificate.
   b) Host parent of foreign exchange student may bring a passport.
3) Determine the type of caregiver relationship of the adult to the student. School-age student does not need to be present with one of the following caregivers at the time of enrollment.
   Other documents:
   - If the student is adopted, foster, or POA (Power of Attorney), then make sure that the adult brings in legal documents to establish how the caregiver is legally related to the student.
   - The adopted parent of an adopted student must submit adoption papers.
   - The caseworker of a foster student must submit a DHS authorization letter.
   - If caregiver relationship is established by POA, then POA document must be submitted. The POA must state the child's name and the expiration date must not be longer than one year in duration from the signed date. However, request legal name change documents if parent/guardian states that a name change has occurred, especially if re-entry student to HIDOE.

4) **IDENTIFICATION OF DEPARTMENT OF HUMAN RESOURCES (DHS) CASE WORKER OF FOSTER CHILD**

   Unless there is an emergency, the authorized DHS case worker needs to be present at enrollment and withdrawal of a student. Foster parents are not legal guardians and may not enroll or withdraw student. Authorized case worker should always be present at time of enrollment with the release packet from the former school. If the student is being withdrawn or transferred, then authorized case worker (NOT the foster parent) needs to complete the Student's Certificate of Release (Form 211). A faxed DHS authorized form (Fig. 13), accompanied with the foster family demographic information, may be accepted only in emergencies. Contact case worker or social service to verify legitimacy of a foster parent.

CHAPTER 3:
VERIFICATION OF STUDENT IDENTIFICATION SYSTEM (SIS) NUMBER

VERIFICATION OF STUDENT IDENTIFICATION SYSTEM NUMBER (SIS)

A. FOR CURRENT/FORMER DOE STUDENTS

1) Ask parent/legal guardian if the student's name has been changed since student was last enrolled in DOE to avoid expunging new SIS number upon discovery of former SIS number. Request legal name change documents if parent's or student's name has been changed.
2) Check the Statewide Student Enrollment System (SSES) website to see if the student record exists. If the student is in the SSES, be sure to note student's SIS Number and the last school attended.

   Go to https://ssesonline.k12.hi.us

   1. Log in with your username and password
   2. Click on "I Agree"
   3. Enter First and Last name of student
   4. Click on search
      - Query students name
      - Check enrollment status code: If student is listed as "H" for Homeschooled, previous school must admit and withdraw the next day. Current school will be able to enroll after this procedure is completed.
      - Log SIS number in enrollment or gains log and indicate on SIS 10-W (see New Student Enrollment)
      - Request cum folder from previous DOE school

   IMPORTANT NOTE: If student is not in SSES, you will need to admit the student with a new number that was generated for your school.

B. FOR NEW DOE STUDENTS

1) GENERATE STUDENT ID NUMBERS LIST. Unique student identification numbers are generated for each school every year. The new list of numbers are usually generated in the month of January for the following school year. Create a spreadsheet with the new numbers including columns of the following: Last Name, First Name, Middle Initial, Gender, Grade, Date Entered.

   Schools can obtain the new numbers from the Statewide Student Enrollment System (SSES).

   1. Follow SSES log in instructions above to generate SIS numbers list.
   2. Click on Student Search – Report-SS ID List.
   3. Choose the school year.
   4. Copy the numbers onto a spreadsheet.

2) ALWAYS VERIFY IF STUDENT HAS BEEN PREVIOUSLY ENROLLED IN DOE by querying student's name and birthdate in SSES. The purpose of verifying student ID is to avoid duplicates.

   - Admit in student information system.
   - If not in student information system, then check in SSES.
   - If new to DOE, assign new SIS number.
   - Create new cum folder (Form 13) and indicate new SIS number on folder. (Fig. 17 - 6-8gr) (Fig. 18 - 9-12gr.)
   - Create VISI label for grades 6-8 & 9-12. (Fig. 16)

CHAPTER 4:

PROOF OF RESIDENCE

PROOF OF RESIDENCE

A. GENERAL INFORMATION

According to state law §302A-1143, Hawaii Revised Statutes and §8-13, HAR, school-aged children are required to attend the school in the area in which they reside, unless permitted to attend another school through a geographic exception. Under the law, a minor does not have the legal capacity to establish residency independent of the minor's parents or legal guardian.

Proof of residence is defined as documentation by the parent or legal guardian that the child resides at an address within the school's attendance boundary. If the parents are separated or divorced, the residency of the child is determined to be where the parent with the physical custody during the school week resides.

Schools have the option to request more than one document as proof of residence, if verification is doubtful, as noted on the *How to Enroll* webpage of the DOE public website:

a. Current utility bill, within past 60 days of enrollment
b. Current lease/rental agreement, mortgage document, property assessment statement, county housing verification. A signed and accepted offer to a lease agreement.
c. Notarized statement of residence must be attached to proof of residence from relative (if family is living with a relative to describe living situation)
d. Homeless – no document needed (See Chapter 6, *McKinney-Vento*)

Although charter schools are exempt from proof of residence, conversion charter schools are still obligated to service the students who live within their former DOE school service area boundaries and will require a proof of residence. Charter schools with distance programs (online) may want to consider obtaining proof of residence to avoid out-of-state student enrollment. Out-of-state enrollment in Hawaii public schools is not permitted.

Documents needed:
Rental/Lease/Mortgage/Property Assessment
Lease Offer Acceptance Letter (Fig. 28)
Utility Bill
MV-1 Questionnaire (attached to SIS-10W Enrollment form) (Fig. 3)

B. PROCEDURES

1) One or more of the following documents must show parent/guardian's name and address:
   - Current rental/lease agreement
   - Current mortgage statement
   - Current real property assessment document in the parent/legal guardian's name.
   - Current utility bill – water, electric, gas, or telephone
   - A signed and accepted offer to a lease agreement (Fig. 28) 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.
2) 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 can be accepted with the following state ments presented upon the notarized Proof of Residence verification statement.
   - Must state that the parent/guardian and child are living with the relative/friend
   - Must state the name of relative/friend that is confirmed by the relative/friend's proof of legal resident
   - Must be signed by same name of relative/friend that is confirmed by the relative/friend's proof of legal residence
   - Must state the same address of relative/friend that is confirmed by the relative/friend's proof of legal residence
   - Copy of the relative/friend's proof of legal residence (documents listed above)must be attached to the notarized statement.
3) For a homeless child, please refer to the school selection and enrollment guidelines that are provided by the McKinney-Vento Education for Homeless Children & Youth Program (as reauthorized by the NCLB Act of 2001) See your Homeless Concerns Liaison for more information. Proof of residency is not applicable in the case of a homeless designated student, unless parent is seeking enrollment at a school other than student's home school or school of origin. In such cases, a parent must request a GE approval for the student to enroll. In addition, multiple siblings must submit a geographic exceptions request form if living at other locations than with parent. Please refer to MVA MV-1 Questionnaire Form (Fig. 3) or Chapter 6, *McKinney-Vento Students.*

4) All parent/guardians need to be informed of §710-1063, HRS, because falsification on a government application is a misdemeanor. If violated, child will return to the school where he or she should be properly attending.

RELATED RESOURCES

- Refer to *Proof of Residence Required for Enrollment*, DOE Memo, 02/25/2014.
- §710-1063, HRS, *Falsification*: http://www.capitol.hawaii.gov/hrscurrent/Vol14_Ch0701-0853/HRS0710/HRS_0710-1063.htm
- §302D-34(6)(c), HRS, *Enrollment* (charter conversion schools): http://www.capitol.hawaii.gov/hrscurrent/Vol05_Ch0261-0319/HRS0302D/HRS_0302D-0034.htm

CHAPTER 5:

ENROLLMENT FORM SIS-10W

SIS-10W ENROLLMENT FORM

A. GENERAL INFORMATION

- Parent or Guardian must complete the official State Enrollment Form, SIS-10W (Fig. 2). Do NOT use any former enrollment forms. Do NOT modify or alter the SIS -10W Enrollment Form.
- NOTE: If required records are not immediately available at the time the student enrolls, the receiving school must immediately enroll the child, pending receipt of proper records within a reasonable time, except as otherwise required by law. Student shall present themselves for such tests as may be required. (DOE Reg. 4150.1)
- All students must complete a new enrollment form for every new student entry, with the exception of homeschool students.
- School-related documents may be distributed in a formal enrollment packet OR in a Start-of-the-School Year packet. Refer to Chapter 16, *School-level Documents* for listing of related documents. (e.g. ELL, SPED questionnaires, Non-Disclosure)
- See Chapter 6, *McKinney-Vento* for more information about homeless students.

B. PARENT/GUARDIAN MUST COMPLETE AND SIGN STUDENT ENROLLMENT FORM (FIG. 2)

Homeless data: If the student does not have a residential address, parent or guardian should identify as much information as possible as to where they are staying. For example, the shelter's name, relative's address, a beach or park, etc.

C. PARENT OR GUARDIAN MUST COMPLETE THE QUESTIONNAIRE TO DETERMINE ELIGIBILITY FOR MCKINNEY-VENTO ACT SERVICES FORM (MV-1) (FIG. 3)

- Parent or guardian must complete the MV-1 Form. (Fig. 3)
- If parent or guardian selects "Homeless," the following must be completed:
  a. Work with the parent or guardian on the Homeless Packet.
  b. The entire packet must be completed.
  c. The parent or guardian and clerk assisting must sign that the Homeless Packet was completed.
  d. The parent and/or guardian must sign at the end of the enrollment form.
  e. The forms (all forms) must IMMEDIATELY be faxed to the Homeless Concerns Office (HCO) at 808.735-8229. Any questions, call HCO at 1-866-927-7095.
  f. A copy of the forms shall be photocopied and given to the parent or guardian.

D. RACE AND ETHNICITY DATA

The enrollment form has been modified to comply with federal race and ethnicity guidelines. For purposes of compliance, "Hispanic" is only considered as an ethnicity and not a race. Therefore, the parent/legal guardian may acknowledge and select any **other** race from the Race Information section of the form. If parent declines to check a race, then inform parent that school office staff will make an observable determination and check the box of the observable race of the student.

E. LANGUAGE INFORMATION

If parent enters a Language Code other than A-English for SIS-10W, check with your ELL school contact to determine the process to identify ELL students. If a parent of a bilingual student does not wish for his child to be tested or referred for ELL, they should change their Language Code to "A". For language changes of a new student (See Fig.2-pg.2), you must review the enrollment form:

- Is the language field left blank?
- Are there multiple entries?
- Is another language spoken (e.g. interpreter with parent), but no non-English languages indicated?
- If transfer student, refer to ELL staff to determine correct language.

If language other than English is noted for a new student enrolling to a HIDOE school, the SIS-10W must be copied for the ELL teacher or administrator that is responsible for monitoring the program.

For Hawaiian Language Immersion Students (HLIP), if "Hawaiian" is checked for any of the 3 language codes, review with parents so that they understand that the child will be evaluated for ELL services. If coded such, then it will trigger the student to be funneled into ELL services.

See DOE memo (4/20/12), *Deadlines for Schools to Update the English Language Learners (ELL) Program Database for English Language Learners System (DELLS),* for additional information.

F. UPDATES AND STORAGE OF ENROLLMENT FORM

For any changes during the school year, parents/legal guardians complete the Student Demographic Change Form (SIS-11) (Figure 9). Any demographic change field not listed can be updated by selecting "Other" and specifying the change, except for student languages.

Both forms should be filed in the student's CUM folder after they are processed to document the history of changes. (Fig. 17 & 18)

RELATED RESOURCES

- http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/Pages/Home.aspx
- Please refer to"Required Enrollment Forms Matrix" for appropriate and related documents for enrollment
- Refer to Chapter 1, Student Enrollment, for information regarding language changes to complete Languages Information section of SIS-10W.
- *Hispanic Race Selection No Longer Available in eSIS Race Details Screen,* DOE memo, dated 5/16/14.
- Enrollment Form, SIS-10W (Fig. 2)
- Individual school-related documents (optional)

CHAPTER 6:
MC KINNEY-VENTO STUDENTS

HOMELESS STUDENTS
MCKINNEY-VENTO ASSISTANCE ACT (MVA)

A. GENERAL ELIGIBILITY

The mandatory MVA Questionnaire addresses the McKinney Vento Act (42 U.S.C. 11434(2)), to help determine and provide educational services for eligible students. Parent/legal guardian will check boxes for the student/parent/guardian's current residence status (Fig. 3 -MVA Questionnaire to Determine Eligibility):

- Live with friends or family due to economic hardship, such as loss of housing or income
- Live on the beach, at the campground, in a park, or in a hotel
- Live in a tent, car, bus or other non-permanent structure
- Live in a domestic violence shelter
- Live in an emergency or transitional shelter
- Have no regular place to stay at night
- The student is awaiting foster care
- The student is an unaccompanied youth (i.e. runaway)

If any box is checked, then the student may be eligible for MVA services. Staff should assist parent/guardian to complete the reverse side of the MV-1 form. School staff will consult with complex Homeless Concerns Liasion for further questions regarding eligibility, monitoring and reporting.

Transfer Rights for eligible students between 10/1/2005 and 6/26/2008 (Fig. 25)

Students who are or were eligible for MVA services between October 1, 2005 and June 26, 2008 have the right to transfer to a previous school of attendance if the following criteria are met:

1) the student is or was eligible for MVA services between October 1, 2005 and June 26, 2008
AND
2) the student transferred schools between October 1, 2005 and June 26, 2008 for any reason.

If the student meets both criteria, parents/guardians have the right to request that the student transfer to a previous school of attendance. The request for transfer will be granted provided that it is feasible for the student to attend the school requested. Principals may determine feasibility.

Please refer to attached DOE memo, *Alllowable Transfers for McKinney-Vento Homeless Assistance (MVA) Eligible Students: Parent Notification*, July 11, 2014 for deadlines and requirements.

RELATED RESOURCES:

- Hawaii Act 16 SLH, *Department of Education; Attendance; Enrollment*, Hawaii Revised Statutes, April 16, 2014
- Education of Homeless Children and Youth DOE intranet website: https://intranet.hawaiipublicschools.org/offices/ociss/programs/ehcy
- Resources for Homeless Families, DOE public website: http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/Pages/Resources-for-homeless-families.aspx
- ***If you require additional information, please contact Homeless Concerns Office, at 1-800-927-7095.***

HOMELESS STUDENTS
MCKINNEY-VENTO ASSISTANCE ACT (MVA)

B. SCHOOL SELECTION

Homeless students frequently move. School placement determinations are made on the basis of the "best interest" of the homeless student, per 42 U.S.C., Sec. 722(g)(3)(A), except when doing so is contrary to the wishes of the parent or guardian, per Sec. 722(g)(3)(B)(i).

Sections 722 and 725 of the McKinney-Vento Act define the following terms

- Unaccompanied youth includes a youth not in the physical custody of a parent or guardian.
- Enroll and enrollment includes attending classes and participating fully in school activities. [Sec. 725(3)]
  [NOTE: This federal definition differs from our state definition of enroll and attend. It is important to keep this in mind. Our Hawaii state definition of "enroll" means a student has met all of the department's requirements for entrance and is formally placed on a school's roll. Our Hawaii state definition of "attend" means a student is physically present in school after enrollment. (Act 14 SLH, HRS, 4/2014)]
- School of Origin means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. [Sec. 722(g)(3)(G)]

School Placement Information

Consider the following guidelines in determining school placement:

1) Continue the child's or youth's education in the school of origin
   a. for the duration of homelessness if a family becomes homeless between academic years or during an academic year [Sec. 722(g)(3)(A)(i)(I)]; **OR**

   b. for the remainder of the academic year if the child or youth becomes permanently housed during the academic year. [Sec. 722(g)(3)(A)(i)(II)]; **OR**

2) Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. TB clearance is still needed prior to registration.

3) If a school sends the child/youth to a school other than the school of origin or the school requested by the parent or guardian, the school must provide written explanation to the parent or guardian, including the right to appeal under the enrollment disputes provision. [Sec. 722(g)(3)(B)(ii)].

4) In the case of an unaccompanied youth, the Homeless Concerns Liaison must assist in placement/ enrollment decisions, consider the youth's wishes, and provide notice to the youth of the right to appeal under the enrollment disputes provisions (see Dispute Resolution section on next page). [Sec. 722(g)(3)(B)(iii)]

5) The choice regarding placement must be made regardless of whether the child or youth resides with the homeless parent or has been temporarily placed elsewhere. [Sec. 722(g)(3)(F)]

HOMELESS STUDENTS
MCKINNEY-VENTO ASSISTANCE ACT (MVA)

C. ENROLLMENT

1) The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. [Sec. 722(g)(3)(C)(i)] See part B. SCHOOL SELECTION above for federal definitions of "enroll" and "attend".

   If a child or youth lacks immunizations or immunization or medical records, the enrolling school must refer parent/guardian to the Homeless Concerns Liaison, who shall help obtain necessary immunizations or immunization or medical records. [Sec. 722(g)(3)(C)(iii)]

2) All parents/legal guardians of MVA students must complete a new MV-1 form upon student's re-entry to school.

3) All parents/legal guardians of MVA students must complete a new MV-1 form upon a transfer enroll ment of the student from another school.

4) If student becomes homeless during the school year, note changes on enrollment form and have parent complete a new MV-1 Form.

D. COPIES OF MV-1 FORM (FIG. 3)

1) For a homeless child, schools are required to keep a copy of Page 1 of the MV-1 form (Fig. 3) ATTACHED to each of the following forms:
   a. Student Enrollment Form, SIS10W (Fig. 2)
   b. Geographic Exception Request Form, CHP 13-1 (Fig.14)
   c. Certificate of Release (Form 211) (Fig. 15)
   d. Application for Student to Ride School Bus, Form ST-70 is acceptable only when the "Homeless" box is checked (Fig. 19)

2) Principals must inform parents/guardians and school personnel who work with the MVA student that the MV-1 copies will be attached to the above listed forms.

3) A copy of the MV-1 does not need to be attached to the Household Application for Free and Reduced-Price Meal Benefits.

HOMELESS STUDENTS
MCKINNEY-VENTO ASSISTANCE ACT (MVA)

E. SCHOOL SERVICES

1) Prohibiting Segregation

Schools may not educate homeless children and youth in settings in which they are segregated from non-homeless students, but must mainstream them into the regular school environment. [Sec. 722(g)(1)(i)]

Schools may segregate homeless students from other students only as necessary for short periods of time (a) for health or safety emergencies, or (b) to provide temporary, special, and supplementary services to meet the unique needs of homeless students. [Sec. 723(a)(2)(B)(ii)

2) Transportation

Schools are required to adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Homeless Concerns Liaison), to and from the school of origin. See Fig. 19, *Application for Student to Ride School Bus.*

Homeless children and youth are to be provided services comparable to those received by other students in the school selected, including:

3) Comparable Services

a. Transportation services, and
b. Education programs for which students meet eligibility criteria, such as:
   - services provided under Title I or similar state or local programs;
   - programs for students with disabilities;
   - programs for students with limited English proficiency;
   - vocational or technical programs;
   - gifted and talented programs; and
   - school nutrition programs. [Sec. 722(g)(4)]

F. DISPUTE RESOLUTION

If a dispute arises between a school and parents or guardians over school selection or enrollment, the school must immediately enroll the child or youth in the school in which the parent or guardian seeks enrollment, pending resolutions of the dispute. [Sec. 722(g)(3)(E)(i)]

- A written statement of the decision and the appeal rights must be provided to the parent or guardian. [Sec. 722(g)(3)(E)(ii)]
- The school must refer the child, youth, parent or guardian to the Homeless Concerns Liaison, who must expeditiously carry out the dispute resolutions process as described in the State plan. [Sec. 722(g)(3)(E)(iii)]
- Similar protections apply to unaccompanied youth. [Sec. 722(g)(3)(E)(iv)]

G. PROCEDURAL STEPS TO COMPLETE THE MV-1 QUESTIONNAIRE TO DETERMINE ELIGIBILITY (MV-1) - FIG. 3

SECTION 1: Every parent is required to complete this section upon enrollment (new, transfer or re-entry), withdrawal, request for geographic exception or request for transportation services for a student. Parent will check which type of action is requested for the student.

The MV-1 form should be **attached** to any other forms required by the action type [i.e. SIS-10W enrollment form, GE Request Form, Certificate of Release (Form 211), or Transportation Application].

- If Enrollment is checked, see Chapter 1, Student Enrollment of this manual, for further instructions
- If the MVA student moves from his school of origin's service area boundary, then the student will be transferred to the student's new "home school", located within the service area boundary of the next "residential location" (e.g. shelter).
- If Geographical Exception is checked, make sure that this ONLY applies to MVA students when there is a request to have the student attend a school other than the student's school of origin or home school. A school of origin means the last school that the student attended when permanently housed OR the school in which the child or youth was last enrolled.
- A new GE request form is NOT required to attend the next projected school of the current GE complex. MVA students have the right to remain within their GE complex area, UNLIKE other GE students who must submit a new GE request form to apply to the next projected school within their GE complex.
- Be aware that there may be multiple siblings attending different schools outside of the service area boundary of the parent's residence. If so, then a separate GE application would need to be submitted at each current school for each child who does not live with the parent.
- If Exit, Release or Transfer is checked, please see Chapter 17, *Student Withdrawal* of this manual, for further instructions.
- If Transportation is checked, please attach form to the School Bus Application (Fig. 19), check (H) Homeless box and submit to the Student Transportation Services Office of DOE (586-0174).

SECTION 2: Parent will then check this box, if student is NOT homeless.

SECTION 3: Parent will check the appropriate box, if student IS homeless.

***SECTIONS 4 - 7: School staff should assist parent to complete the back page of the MV-1 form.**

SECTION 4: Parent should complete school name, student name, grade, birth date, gender and SIS number. Names of siblings, along with age, school and grade, need to be provided in this section too. If student or siblings attend any school that is not a school of origin (home school of last residential address or last school enrolled), then each student and/or siblings must have a separate GE Request form submitted.

SECTION 5: Parent completes this section if family is living with family or friends. Parent should check whether there was a loss of job or housing or other reason for living with family or friends. Address should also be listed here.

SECTION 6: Parent checks if free/reduced meal applications and if transportation is needed.

SECTION 7: Parent acknowledges and signs this section. Remind parent to inform the school administrator in writing, if any information on the MV-1 changes. Also, remind them that a Homeless Concerns Liaison will be contacting them regularly.

SECTION 8: School staff check whether the school is a home school, school of origin or a GE-approved school. Print name and title of school representative. Include signature and date also.

CHAPTER 7:

GEOGRAPHIC EXCEPTIONS APPROVED ENROLLMENT

GEOGRAPHIC EXCEPTION (GE) APPROVED ENROLLMENT

A. **GENERAL INFORMATION**

Under §302A-1143, *Attending School in what Service Area*, HRS, all persons attending public school are required to attend the school in the geographic area in which they reside. Permission to attend another school outside a student's geographic area may be granted by parental approval of the Geographic Exception Request Form CHP13-1. (Fig. 14)

1. **HOMELESS STUDENTS:** GE is not required for students that qualify under the McKinney Vento Act, unless parent plans to enroll student in a school other than the student's school of origin or home school. Be aware that all siblings may not live with parent. So that, parent's residence needs to be determined in order to have GE Request Forms submitted at the appropriate schools for those children who do not live with the parent/legal guardian. Caregiver consent affidavit may be used as appropriate instead of the GE Request Form in these cases. Contact Homeless Concerns Office for more information at 305-9869.
2. **HLIP STUDENTS:** GE is not required for Hawaiian Language Immersion Program or Kula Kaiapuni students. The student should complete an SIS-10W enrollment form and any other additional required enrollment documents, as needed. Contact Hawaiian Education Programs Office for more information at (808)305-9723.
3. **EOEL PRE-KINDERGARTEN STUDENTS:** GE is not required for EOEL Pre-Kindergarten students. Although priority is given to families who live within the school's service area boundary, if there are openings, families living outside of the school's service area boundary will be placed in class. If the out-of-boundary student would like to enroll as a Kindergartener in the same school, then a GE is required, unless the family has moved within the service area.
4. **MILITARY STUDENTS**: Schools should be aware that military families usually PCS or transfer to/from Hawaii during the summer months. There are usually long waiting times to find permanent housing. Until the families are provided with permanent housing, they usually reside in temporary lodging facilities (TLF). Hence, the newly arrived children will attend the schools servicing that TLF. Since many military families wish to have their children enrolled in the school located near their permanent residence and may miss the GE window for next year enrollment, schools will be flexible to accept a signed and accepted offer to a lease agreement from a leasing office, as proof of residence, 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

B. **GE APPLICATION WINDOW**: GE Request Forms may be distributed to parents/guardians from receiving school OR current/home school OR charter school. The GE window begins January 1 and ends on March 1 annually. If remaining slots are available through the rest of the school year, GE request forms may be accepted and approved to fill the slots. Parents should contact the GE-requested school for available slots if inquiring outside the application window. See *GE Guidelines* for more detailed timeline of tasks required.

C. **HOME SCHOOL OR CURRENT SCHOOL (FORWARDING SCHOOL):**

1. Current school processes the GE Request Form (Fig. 14) for any current HIDOE student. Home school processes the GE Request Form for non-HIDOE students (i.e. private, out-of-state, incoming Kindergartener). If the GE Request form is for the next school year, then the next year's home school of the student will complete and process the GE Request form.
2. If new to the HIDOE, student must be enrolled with proper enrollment documents and a student ID number will be assigned. Use previous SIS number if former DOE student.

GEOGRAPHIC EXCEPTION (GE) APPROVED ENROLLMENT

3. The forwarding school will forward the form, by March 2 to the GE receiving school for approval or denial of next school year; within 5 days for current school year.
4. Upon receipt of the goldenrod copy, forwarding school will create a log of exited G.E. students for the school year.
5. Contact the GE receiving school to confirm enrollment of the GE student. Do not release current DOE student until the goldenrod copy is received and enrollment is confirmed. If student is new to DOE (incoming K/private/out-of-state or country), then Certificate of Release form is not required.

D. GE RECEIVING SCHOOL:

1. The GE receiving school will notify parent of approval or denial as soon as possible but **no later than March 15.**
2. The canary copy of the GE Request form should be sent to the parent or GE requestor.
3. Notify forwarding school of approval and send the goldenrod copy to the forwarding school's principal
4. Enroll GE student after withdrawal from forwarding school is confirmed.
5. Keep list of GE-approved students and update gains list.
6. The white copy is kept by the GE approved/receiving school.
7. The pink copy is given to the CAS of the receiving school.
8. Optional: If using downloaded copy of GE request form, make copies and distribute accordingly.

- **DEADLINE TO NOTIFY PARENT NO LATER THAN MARCH 15**

It is critical that the GE Receiving School inform the parent by the March 15 deadline. Parents may delay their withdrawal decision when GE approval notifications are received within wide time gaps. As a consequence, these parents may wish to change the GE enrollment of their child, which affects different schools with unnecessary withdrawals. Ultimately, this affects the quality and accuracy of the student's enrollment and withdrawal history.

RELATED RESOURCES

- Geographic Exception (GE) Request Form (Fig.14)
- Request for Student to Ride School Bus on a Space Available Basis Form (Fig. 20)
- Geographic Exceptions DOE public website: http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/Pages/Geographic-exceptions.aspx
- See *Geographical Exception Flowchart, Geographical Exceptions Guidelines* and *GE FAQs* for more detailed information at the DOE Staff website: http://intranet.hawaiipublicschools.org/offices/oits/spab/ge
- BOE Policy 4155: Geographic Exceptions to the Mandatory School Attendance Law Policy
- DOE Homeless Concerns Office - Phone: 1-800-927-7095
- Hawaiian Education Programs Office - Phone: 305-9723
- DOE Military School Liaison Office - Phone: 655-8326

CHAPTER 8:

STUDENT HEALTH RECORDS

Student Health Record

A. GENERAL INFORMATION

§11-157, Hawaii Administrative Rules requires all students meet health examination and immunization requirements before they may attend any public or private school in the state. "School" is defined as any group child care home, day nursery, day care center, child care center, Head Start program, preschool, kindergarten, elementary school, middle school, or secondary school. Students who have not completed the below requirements by the first day of school will not be allowed to attend school until these requirements are met.

Provisional attendance is allowed for students who can show written evidence (i.e. medical appointment card) that the student is in the process of completing the physical exam or the immunizations. Missing requirements must be completed within 3 months after the first day of attendance. There is NO provisional attendance for students lacking the TB exam.

By the first day of school, all students **entering school in Hawaii for the first time** must have tuberculosis (TB) Mantoux skin clearance by submitting a *TB Certificate of Examination Clearance Card* (Fig. 6). Former Hawaii students who are returning to Hawaii do not need to submit an additional TB Certificate. If former Hawaii private school or preschool student, the parent will need to submit the TB Certificate from the prior school by the first day of school. If parent does not submit it, then the student is not able to attend school until the document has been received. No exceptions.

Children may be exempt from immunization requirements for medical or religious reasons, if the appropriate documentation is presented to the school. A religious exemption form may be obtained and completed at the school that your child will attend. Medical exemptions must be obtained from your child's doctor (a U.S. licensed physician or naturopathic physician). No other exemptions are allowed by the State.

If the student has any life-threatening allergies and requires an emergency rescue medication, have parent complete the *Emergency Rescue Medications or Daily, Routine, Scheduled Medications Form* (Fig. 8).

Did you know that all health documents are to be forwarded to the health aide?

- Tuberculosis Clearance:
  - Hawaii TB Control Program - 832-5731
  - http://www.hawaii.gov/health/tb
  - §11-157-3.2 (b)(f)(g) Tuberculosis examination requirements, HRS
  - Tuberculosis (TB) Test Results (Certificate of Clearance) (Fig. 6)
    - * caution – recommend to parent/guardian to conduct a chest x-ray if child had tested positive in previous test results
- Physical Exam (PE)/Immunization Records
  - provisional enrollment only with appointment card (must state date within 3 months prior to the first day of attendance and signature from attending physician)
  - http://health.hawaii.gov/docd/files/2013/07/11-157.pdf
  - http://health.hawaii.gov/tb/state-tb-requirements-2/

STUDENT HEALTH REQUIREMENTS

First Entry to HI or new to HIDOE schools

B. TUBERCULOSIS (Fig. 6)

- Tuberculosis (TB) test are MANDATORY for all students prior to attendance - no exceptions.
- TB test must have been taken in past 12 months prior to registration for a new student in Hawaii.
- Tuberculosis (TB) clearance must be performed by the State of Hawaii Department of Health (DOH)or by a U.S. licensed physician (MD), licensed naturopathic physician (DO), advanced practice registered nurse (APRN), or physician assistant (PA).
- In Hawaii, no TB Certificate is issued for a positive TB test or positive chest x-ray.
- TB Certificate is issued only upon clearance by Department of Health.
- 2 types of TB Clearance Certificates:
  1) TB certifcate may be issued for negative TB Mantoux skin test results which are <10mm. Positive TB test results are equal to or greater than 10 mm.
  2) TB certificate may be issued for a student with a negative chest xray result, who has recovered from a prior positive TB test result. This type of certificate must include information about the positive Mantoux TB skin test.
- TB test must be a Mantoux Tuberculin Skin Test (PPD).
- TB Certificate must include: date administered, date read, results in millimeters, clearance status, and signature or stamp of MD, DO, APRN, PA or clinic. If any of the aforementioned information is missing, then student cannot attend school and must resubmit a completed TB Clearance Certificate.
- If test Results are <10mm – acceptable for entry.
- If test Results are ≥10mm – chest x-ray must be administered.

* Written documentation of a negative chest x-ray must be provided prior to first day of attendance.

C. PHYSICAL EXAM (Fig. 5)

- Physical Exam (PE) must be current within 12 months of date of registration. A physical examination must be completed within one year before first attending school in Hawaii
- PE must be performed and signed by a U.S. licensed physician, licensed naturopathic physician, APRN, or PA.
- Provisional enrollment is granted upon submitting an appointment card from a health care provider which states that the student is in the process of completing the physical exam within the provisional period, which is 3 months from the first day of attendance. Appointment slip is acceptable for conditional admission also.

D. REQUIRED IMMUNIZATIONS (Fig. 5)

- Provide documents and confer with Health Aide on immunization status of student
- Provisional enrollment upon submitting a signed statement from physician or naturopathic physician indicating student has begun vaccination series and is waiting for the next dose in the series within the provisional period of 3 months from the first day of attendance
- A documented history of chickenpox (varicella), signed by a U.S. licensed physician, advanced practice registered nurse (APRN), or physician's assistant (PA), may be substituted for the chickenpox vaccine requirement. This Varicella or chickenpox vaccine is required of all 7th grade students.
- Medical and Religious exemptions apply to immunizations. Confer with Health Aide to determine acceptable provisions to the exemptions.

STUDENT HEALTH REQUIREMENTS

Current HIDOE Students Transferring Schools

E. STUDENT HEALTH RECORD – FORM 14 (Fig.5)

- All health records are to be forwarded to the Health Aide for review and to file.
- PE and Immunization records may be attached to the Student Health Record (Form 14) upon receipt from releasing school. It is easier to manage Form 14 without multiple documents attached to it. Encourage parents to request for their child's doctor to have Physical Exam and Immunization Records transcribed to Form 14.
- Military may take out-of-state physical results and shot record to base/post clinic to have them transcribed to Form 14.
- Please keep in mind that DOE has no authority to require doctors and hospitals to do so.

F. SUMMER ENROLLMENT

- All forms and documents provided and given to the Health Aide.
- Release Packets from withdrawn school to include copy of Form 14 (Student Health Record) (Fig. 5) with all required immunizations, Physical and TB information included or attached.

TIP: ***Remember that these requirements apply especially to the following student types:***

- First Entry to HIDOE System
- Out-of-state
- Private Schools
- Foreign Exchange
- 7th Graders

TIP: ***Did you know that 7th graders require the Varicella Vaccine, otherwise known as the Chicken Pox vaccine?***

Contact the following Dept. of Health website for more information:
http://hawaii.gov/health/STAGING/health/Immunization/resources/infant/health/Immunization/SHR.html

CHAPTER 9:
RELEASE PACKET

RELEASE PACKET

A. RELEASE PACKET DOCUMENTS

1) FIRST ENTRY TO HAWAII DEPARTMENT OF EDUCATION (HIDOE) SYSTEM (OUT-OF-STATE; PRIVATE SCHOOLS; FOREIGN EXCHANGE)

- Release packet may or may not be sent from releasing school. If so, contents may include copies of the following– transcripts, report cards, immunizations, grading system, attendance records, withdrawal forms, school fee/obligations, and test scores. If no release documents were provided, request needed records from previous school.

- If there are problems acquiring foreign student records, please contact foreign consulate in Hawaii for assistance. See list of foreign consulate contact information in Chapter 13, *Foreign Students,* of the *Reference Guide for Registrars and Office Assistants.*
- New incoming students who are GE-approved to another school do not require a certificate of release from HIDOE home school.
- Good practice to contact school to verify that student has withdrawn properly.

2) CURRENT DOE STUDENT TRANSFER

- If no certificate of release (Fig. 15) or no release packet is received from previous HIDOE school, then check SSES. If student was released, then contact releasing school to verify withdrawal.
- Inform Parent/Guardian to go back to the releasing school and, if applicable, finish withdrawal process to obtain release packets.
- If extenuating circumstances limit parent/guardian to pick up the release packet, releasing school may fax documents to expedite enrollment until records are received. Make sure that parent has signed the faxed documents with parent authorization to fax.
- Release packet may not be available due to withdrawal tasks including:
  - Releasing school is in process of addressing obligations. However, student can not be withheld from release due to outstanding obligations. Outstanding fees and obligations should be forwarded to the gaining school to remit from student.
  - Parent requests release in late afternoon, or busy time of registration
  - Notify parent/guardian that there will be a delay in completing enrollment.
- If release packet available, then look through contents to develop schedule for student.
- Return bottom portion of Form 211 (*Notice of Enrollment*) to notify releasing school of student enrollment and to request student records.
- Parents must sign the Form 211 (*Notice of Enrollment*) to request records from out-of-state school.
- Releasing school to send cumulative (CUM) folder with Visual Interpretation of Student Information (VISI), Form 14, etc. to enrolling school upon receipt of Form 211 (*Notice of Enrollment*). No records are transferred until Form 211 is received by the enrolling school.

Release documents from previous school:

- Student's Certificate of Release form (e.g. Form 211) (Fig. 15)
- VISI/Transcripts (Fig. 16)
- Health Records (Form 14, including TB clearance) (Fig. 5)
- IEP/504 Plans (if applicable)
- Grades/marks (Report cards, progress reports)
- Withdrawal marks for current year (if applicable)
- Statewide Testing Results or other test scores

CHAPTER 10:
LUNCH APPLICATION

LUNCH STATUS: Free and Reduced Meals

A. GENERAL INFORMATION

Students from low-income families may qualify for free or reduced-price breakfast and lunch through the federally assisted meal program, National School Lunch Program (NSLP). The NSLP is administered by the Office of Hawaii Child Nutrition Programs (OHCNP). The School Food Services Branch (SFSB) is the DOE office that shares appropriate communication about the free and reduced meals program. The majority of the lunch applications are primarily processed by elementary schools.

Lunch status information is used not only to determine eligibility for meal programs, but is used for federal and state reporting (i.e. Title I) and student fee assistance [i.e. Federal Advanced Placement (AP) Fee Reduction Grant, John Hopkins University Center for Talented Youth Search application fee waiver, and Targeted Assistance].

Free & Reduced Lunch Applications are the primary responsibility of the school administration. Office staff provides assistance as needed. Parents/legal guardians may fill out meal application (Fig. 21) based on income or Supplemental Nutrition Assistance Program (SNAP). The application information will be used to determine eligibility and may be verified for certification status during the school year. Certification dates are shared at the beginning of each school year in the DOE Memo, *Start of the Year procedures for eSIS and non-eSIS Schools*, which is usually posted during July for the school year.

The below reminders are subject to change at anytime. For most current guidelines and procedures, refer to the School Food Services Office at 733-8400. Toll-free number for neighbor island schools: (800) 441-4845. Fax lines: (808) 735-6262/6263. See Related Resources section of this chapter for more references.

B. PROCESSING REMINDERS:

- Students must be enrolled at a Department of Education (DOE) public school. Applications may be submitted at any time during the year. Faxed or copied applications will not be accepted. If an online application is submitted, then a paper application is not required. Online applications may be completed at http://ezmealapp.com. Schools are not allowed to enter paper applications online.
- Check for existing SIS number on SSES first to verify accurate SIS number matches a newly enrolled student. SFSB is delayed in processing the applications when students are issued multiple SIS ID numbers. If new Kindergarten or new HIDOE student, assign a SIS number first.
- Only one hard copy application per student household is submitted (Fig. 21). Since there is only one required application per household, schools may wish to have only one sibling receive the application versus multiple siblings attending the same school. Households should fill out one application and return it to the school where the child or children are enrolled.
- New Kindergartener: If incoming Kindergartener has older sibling who was receiving Free/Reduced meal benefits last year, have parent/guardian fill out "Temporary Extended Meal Benefits for Kindergarten and Pre-Kindergarten Students with Siblings" form. Fax form to SFSB at 735-6262. Student status must remain "PAID" until school is notified by SFSB. That is, the Kindergartener will have to pay regular meal prices until notified by SFSB.
- Homeless Students: Parents of homeless students must fill out the MV1 Form (Fig. 3).
- Migrant Students: Parents of migrant students must contact the DOE Migrant Office at 305-9850. Student status must remain "PAID" until school is notified by SFSB.
- Foster students: Schools must submit a letter from a state agency or court order indicating the foster status of the student.
- Schools can not release confidential information regarding eligibility data over the phone. Instead, schools should reprint the "Parent Notification of School Meals Eligibility" letter and send home with the student. Do not refer parents to contact SFSB.

C. LUNCH STATUS OF TRANSFERRING STUDENTS:

- From another HIDOE school: Print out and verify "School Lunch Roster Certified" report from SSES for most up-to-date roster of those students eligible for free meals without completing a lunch application form. Schools should use this report for any School Food Service (SFS) audits. NOTE: "School Lunch Roster" report wil print a roster of students who have a C(ertified), F(ree), R(educed), or D(enied) lunch status in your school. Both reports may be printed at any time. If a student should be listed and is not on the SSES report, call SFSB to verify eligibiity status.
- From a Hawaii Public Charter school: Call SFSB to check status and for additional information. If student doesn't have status, then parent may choose to submit an application, as applicable.
- From a private school or out-of-state school: Have the parents submit an application. Out-of-state lunch status is not valid in Hawaii.

RELATED RESOURCES:

Websites:

- Online application (Starting July 2, 2014) at http://ezmealapp.com
- U.S. Department of Agriculture website: http://www.fns.uda.gov/slp
- USDA Income Eligibility Guidelines website: http://www.fns.uda.gov/sites/default/files/2014-04788.pdf
- DOE School Food Services Branch website: https://intranet.hawaiipublicschools.org/offices/osfss/sfsb
- Statewide Student Enrollment System website: http://sses.k12.hi.us

Contacts:

- School Food Services Branch for more information at 733-8400. Toll-free number for neighbor island schools: (800) 441-4845. Fax lines: 735-6262/6263
- Hawaii School for the Deaf and Blind and Charter Schools should call SFSB directly for additional information.

DOE Memos:

- Information on School Food Services, DOE Memo, 7/11/2014.
- Title I Eligibility in School Year (SY) 2014-2015, DOE Memo, 10/23/2013.
- School Lunch Status for Complex Area for School Year 2014-2015, Attachment C, Title I Allocation Procedures for School Year (SY) 2014-2015, DOE Memo, 2/11/2014.

Documents:

- School Food Services Business Office Handbook, Volume IV, July 2014
- Free and Reduced Meals Application (Fig. 21)

CHAPTER 11:
SCHEDULE STUDENT COURSES (SECONDARY)

SCHEDULE STUDENT COURSES

A. GENERAL INFORMATION

- Match student transfer courses and schedule accordingly. Schools should transcribe courses/transcripts to match the HIDOE equivalency. (i.e. mainland or foreign school transcripts)
- All DOE public high schools are accredited. DOE elementary schools are currently undergoing the Western Association of Schools and Colleges (WASC) accreditation process in cohorts. Some DOE schools may be certified International Bacclaureate schools.
- Principal has discretion to waive or override any course taken in order to benefit the student.

B. COURSES

- Confirm or clarify courses with prior school(s), as needed (i.e. Gifted and Talented (GT), Advanced Placement (AP) or Advancement Via Individual Determination (AVID) courses.
- Transferrable credits for coursework from Correspondence, End-of-Course (EOC) exam courses, Advanced Placement (AP), International Baccalaureate (IB), Running Start, Early College and JumpStart is acceptable from accredited secondary schools in Hawaii. However, keep in mind that a principal has the discretion to waive or override any course taken in order to benefit the student.
- Honor courses, that are accepted as transfer course credits, are not weighted in calculation of the Grade Point Average (GPA). For example, a Hawaii private school student or mainland student transfers to a DOE public school with honors courses in each subject, the HIDOE school does not issue weight to the course (although the private school did).
- However, weighted AP and IB secondary grades displayed on the student's official transcript are acceptable as weighted transfer credits.

C. FOREIGN AND SPECIAL EDUCATION STUDENTS

- If foreign students, check grade-level equivalency of coursework.
- If foreign exchange student, place student in appropriate grade level that is not beyond grade 11.
- If Special Education (SPED) or Requires 504 Plan, contact Student Services Coordinator or Special Education Department Head (SPED DH) or Designee to assist with placement, course schedule and/or accommodations.

* Note: Parent/Guardian may or may not be able to provide the Individualized Education Plan (IEP) for the student. IEP should arrive shortly from former SSC (releasing school) within a "Confidential" marked and sealed envelope or will be available in eCSSS one day after student is enrolled in eSIS.

RELATED RESOURCES

- *Regulation 4510.1 - Reporting Student Progress,* DOE memo, 10/20/2013.

CHAPTER 12:
REQUEST FOR OFFICIAL RECORDS

REQUEST FOR OFFICIAL RECORDS

This chapter addresses requests for official records due to general transfers to Hawaii Public Schools, including charter schools and Hawaiian Language Immersion Program schools, and to non-Hawaii Public Schools. It also addresses the request for official records from the last school of record for a re-entry DOE student.

A. CUMULATIVE (CUM) FOLDERS (FORM 12) KEPT IN HAWAII (FIG. 17 & 18)

- For transfers to non-HIDOE schools, including out-of-state schools and Hawaii private schools, please note that CUM folders are NEVER forwarded to non-HIDOE schools. CUM folders remain the property of the Hawaii Department of Education.
- Copies of records* and official transcripts are okay to be forwarded to an out-of-state enrolling school, provided that parent/legal guardian authorizes and signs the Form 211 (*Notice of Enrollment*) section. *See *School Records,* Chapter 25, of this manual.

B. COMPLETE THE CERTIFICATE OF RELEASE (FORM 211)(FIG. 15)

- No records are transferred until the Form 211 is received by the enrolling HIDOE school. Releasing school must send a COPY of the Student's Certificate of Release (Form 211) to the enrolling school, as part of the release packet. Keep original for school records in order to update, as needed.
- Before withdrawal of student, be sure to obtain new address and new school contact information from parent.
- Some private, mainland, and foreign schools do not request student records.

1. Releasing school will complete the top section (Card 1) of the *Certificate of Release* (Form 211).
2. Parents/legal guardians may sign only top section of the form to authorize the release of student.
3. Parents/legal guardians must sign only bottom section of the *Notice of Enrollment* (Card 2) to authorize a transfer of student records from the releasing school to the enrolling mainland or foreign school.
4. Releasing school will make a copy of the completed and signed form and send it along with release packet to the enrolling school. Releasing school will retain original Form 211 for school records.
5. Enrolling school must receive and complete the *Notice of Enrollment* with student's name, school's address and phone number. Enrolling school registrar or school principal must sign the *Notice of Enrollment* and return the request to the Principal of the releasing school in order to request records.
6. Releasing school will forward the student records upon receipt of the completed and signed *Notice of Enrollment*

C. IF NOTICE OF ENROLLMENT IS NOT RECEIVED WITHIN 14 DAYS (FIG. 15)

- If releasing school does not receive the completed and signed *Notice of Enrollment* within 14 days after it is delivered, then an immediate follow-up will be made by the registrar or office assistant.
- Non-HIDOE schools may take longer to request for records, especially if mainland school, since start of school year usually begins in September. Please be flexible with military families and foreign transfer students. Often, military families are given up to 30 days leave between duty stations (i.e. mid-school year; end-of-school year), and require flexibility.
- Foreign consulate may be contacted for assistance, if needed, to obtain student records.

D. TRANSFERRING RECORDS OF OUTSTANDING FEES/OBLIGATIONS (AS APPLICABLE)

- Each school will generate a Student Clearance Form. Usually, outstanding fees and obligations such as library, lunch, band, books and other activities are noted on the Student Clearance Form.
- Forward a copy of the Student Clearance Form to the enrolling school, along with any outstanding obligations and supporting documentation. The releasing school may not withhold a student transfer due to outstanding fees and obligations.
- Releasing schools should also keep original of Student Clearance Form, as applicable, for updating purposes as needed. Staff is often out during the sign-out process and when books are returned. When staff returns, information can be updated on the original clearance form.
- Enrolling school becomes responsible for following up with any outstanding balances owed. Enrolling school also keeps any funds received and does not return the paid funds to the releasing school.
- If student does not pay their obligations, then student is not allowed to participate in school-related activities such as athletics or co-curricular activities (i.e. proms, winter balls), per Chapter 56, HRS. This does not include class-related activities such as field trips and participation in marching band.
- If student does not pay their obligations due by the end of senior year, then student may not participate in graduation ceremony and will receive their diploma after outstanding obligations are met.
- If student has outstanding lunch fees over the value of 5 lunches, then contact SFSB at 733-8400.

DI. REQUEST RECORDS FOR RE-ENTRY STUDENT

- Whenever a student returns to a Hawaii public school from out-of-state school or homeschooling, check SSES to locate last school of record.
- Enrolling school should contact last school of record to inform the registrar or office assistant that you are requesting records for a returning student, who was last enrolled in his/her school.
- Enrolling school completes and forwards the *Notice of Enrollment* (Form 211 - Card 2) to the last school of record.

RELATED RESOURCES

- List of local consulates (see list of Foreign Consulates contact information in Chapter 13, *Foreign Students* of the *Reference Guide for Registrars and Clerks*)
- *Information on School Food Services*, DOE memo, 7/11/2014.
- Chapter 32, *Collection of Authorized Fees and Charges*, HRS.
- Chapter 57, *Guidelines*, DOE memo, 2/14/2001.
- Chapter 57, *Restitution for Damages and Lost Books, Equipment, Supplies and Outstanding Financial Obligations*, HRS.

Forms

- *Form 211 Certificate of Release* (Fig.15)

CHAPTER 13:

FORMER HOMESCHOOL STUDENT ENROLLMENT

A. NOTIFICATION OF TERMINATION OF HOMESCHOOLING

- Whenever the parent chooses to terminate homeschooling, the parent is required to notify the principal
- Notification may be written or verbal. If notification is verbal, then it must be documented in writing unless the child is immediately enrolled in the local public school after notification is given.
- A student must be re-enrolled in a local public school or a licensed private school, unless a new alternative educational program is presented within five school days after the termination of homeschooling.

B. RE-ENTRY OF FORMER DOE STUDENTS & ENTRY OF NEW DOE STUDENTS

1) CHECK SIS NUMBER OF STUDENT

- The enrolling school checks the SIS system and SSES to determine whether the student was a former DOE student. Check for current enrollment code.

For former DOE students:

- If "H" code is stated in SSES, then the enrolling school contacts previous school to let them know of the pending enrollment so that the previous school can clear student from homeschool roster.
- The next day after student exits the former school, the enrolling school can enroll student in eSIS.
- If the parent/legal guardian plans to re-enter a terminal grade-level student to a DOE school at the projected grade-level school for next school year, then enroll the student and project student to next school for next school year.
- If the student is a new entry to DOE, the school assigns the child a valid student identification number and enters the child into the student information database.

2) PLACE STUDENT AT APPROPRIATE ENROLLMENT AGE AND GRADE LEVEL

- For grades 1 through 8, the former homeschooled child shall enroll at the appropriate grade-level according to birth date or age.
- After enrollment, concerns about appropriate grade level placement may be addressed by school and/or parent. An evaluation may be made to determine if an alternate grade level placement would be in the best interest of the student. Parent consent should be obtained before assessment is administered. Grade level placement rests with the decision of the principal.
- Homeschooled children of high school age enroll in high school as freshmen since there are no Carnegie credits awarded to homeschooled children while they are being homeschooled (§8-12-20, HRS). There are no exceptions to this rule. For grade 9, the maximum age on first instructional day is 16 years old.

3) REVIEW HIGH SCHOOL GRADUATION REQUIREMENTS (SECONDARY)

- In order for a former homeschooled child to earn a high school diploma from a local public high school the student shall attend high school for a minimum of three full years to meet the graduation credit requirements.
- If the child wants to earn a high school diploma from the Community School for Adults, then the following requirements apply:
  - Be at least 16 years of age, except in case of emancipated minors
  - Been homeschooled for at least one semester under Hawaii's homeschooling guidelines
  - Take and achieve a satisfactory score on the General Educational Development (GED) test.

RELATED RESOURCES

- *Homeschooling Website, Guidelines, Forms, and Frequently Asked Questions*, DOE Memo, 7/23/2012.
- §8-12-13 through §8-12-22, Chapter 12, Title 8, *Compulsory Attendance Exceptions*, Hawaii Administrative Rules (HAR).
- §302A-1132. *Attendance compulsory; exceptions*, Hawaii Revised Statutes (HRS).

CHAPTER 14:
REQUEST FOR EVALUATION

REQUEST FOR EVALUATION

A. GENERAL INFORMATION

The Request for Evaluation (Form 101) (Fig.22) is used by parent/legal guardian and appropriate school staff (e.g. teachers, counselors, vice-principals) to request an evaluation of a student suspected of having a disability.

The Form 101 is TIME SENSITIVE. Immediately upon receipt, the Form 101 should be given to either the administrator or SSC.

Information gathered as a result of someone submitting a Form 101 is CONFIDENTIAL.
Only a parent/guardian/POA and school personnel directly involved with the student should have access to this information.

B. PROCEDURES TO FOLLOW WHEN RECEIVING A FORM 101

1. CURRENTLY ENROLLED DOE STUDENTS:
   a) Immediately upon receipt, submit the Form 101 to either the administrator or Student Services Coordinator (SSC).
   b) The administrator or SSC responds to the parent/legal guardian and explains the referral and evaluation process.

2. NON-DOE STUDENT: PARENT INTENDING TO ENROLL STUDENT IN DOE
   If a parent/legal guardian of a non-DOE student suspects that their child has a disability, and wants an evaluation and services, the student must be enrolled in the DOE. Follow procedural steps for enrollment outlined below.

   ENROLLMENT for Non-DOE Student:
   a) Establish identification and relationship of parent/legal guardian to student by:
      - Checking parent ID or legal guardianship documents and matching with birth certificate.
      - Review legal name change documents for parent and/or child, if necessary.
   b) Enroll the non-DOE student with the SIS 10-W enrollment form as a minimum.
   c) Verify form is completed and signed. The student must be enrolled in order to receive a SIS ID number by the school that services his/her residential address.
   d) Enrollment must include a proof of birth (i.e. birth certifcate) and proof of residence.

   ENROLLMENT COMPLETED for Non-DOE Student:
   a) The last school of record needs to be notified to send the hard copies of any relevant data regarding the eligibility of the student for special education services.
   b) Note: Access to the student's electronic Comprehensive Student Support Services (eCSSS) records will be given once the student is enrolled.
   c) The Form 101 must be given to either the administrator or SSC **without delay.**
   d) The administrator or SSC responds to the parent/legal guardian and explains the referral and evaluation process.

3. NON-DOE STUDENTS: ONLY AN EVALUATION REQUIRED

If parent/legal guardian has no intention of enrolling their child in the DOE and is only requesting an evaluation.

a) Admit student with Admit Reason: "Referred for Evaluation"
b) Withdraw student the next day. Use appropriate withdrawal code as "For SIS Use Only" and follow all procedural steps.
c) The Form 101 must be given to either the administrator or SSC without delay.
d) The administrator or SSC responds to the parent/legal guardian and explains the referral and evaluation process.

4) STUDENTS ENROLLED IN EOEL PRESCHOOL

a) The same process outlined for currently enrolled DOE students is followed.
b) Immediately submit the Form 101 to school personnel at the school where the student is currently enrolled and attending.
c) The administrator or SSC responds to the parent/legal guardian and explains the referral and evaluation process.

C. CONFIDENTIALITY

The Request for Evaluation is to be kept in a separate confidential file and NOT the CUM folder.

RELATED RESOURCES

Clarification Regarding the Last School of Record for Unilaterally Placed Students with Disabilities, DOE Memo, 3/10/2006.

Request for Evaluation (Form 101) (Fig.22)

CHAPTER 15:

PRE-KINDERGARTEN

EXECUTIVE OFFICE ON EARLY LEARNING (EOEL)

PRE-KINDERGARTEN EOEL

A. GENERAL INFORMATION

Schools with EOEL Pre-Kindergarten programs will accept applications for SY 2015-16 from March 1 to April 30. The Pre-Kindergarten application guidelines, flowchart and application are posted under Early Learning link on the Office of Curriculum, Instruction and Student Support (OCISS) intranet site.

The Pre-Kindergarten program, originally managed by the Executive Office on Early Learning, is a limited program managed at the following seventeen schools:

Oahu
- Linapuni Elementary
- Nanakuli Elementary
- Waiahole Elementary
- Waialua Elementary

Kauai
- Eleele Elementary
- Kekaha Elementary

Hawaii Island
- Honokaa Elementary
- Hookena Elementary
- Kau High & Pahala Elementary
- Keaau Elementary
- Konawaena Elementary
- Mountain View Elementary
- Naalehu Elementary
- Pahoa Elementary

Maui
- Hana High & Elementary

Lanai
- Lanai High & Elementary

Molokai
- Kaunakakai Elementary

- Children must be age four on or before July 31 of the current school year.
- Families earn 200% or less of the federal poverty guideline. See EOEL Pre-Kindergarten Guide lines for current household gross income table.
- A Pre-Kindergarten class has a size limit of 20 students. When schools receive more applications than available space, a lottery will be conducted on the first Friday of May of that same calendar year. Priority is given to families who live within the geographic boundary of the school. If there are openings, families living outside of the geographic boundary will be placed in the class.
- A waitlist will be created once the class is filled.
- A waitlist is generated for those completed applications that do not meet this deadline.
- Required documents and a self-addressed, stamped envelope (SASE) must be submitted for each application. The results of the lottery will be mailed within two weeks of the closing date.
- If parents wish to enroll their child for the next year Kindergarten and the pre-kindergarten school is not the home school, then parents must complete and submit a GE Request Form for their child to remain at the same school to attend Kindergarten. Parents/legal guardians need to be informed if a geographic exception form is required.
- Parents should contact the appropriate school for more information.

B. REQUIRED DOCUMENTS

1. Copy of an age-verifying document such as birth certificate, passport.
2. One of the income verification documents such as a previous year's tax return, proof of current Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI) eligibility, evidence of foster care.
3. Proof of Residence if applying to home school. See *How to Enroll* webpage on DOE public site.

C. APPLICATION PROCEDURES

1. Application window opens from March 1 - April 30.
2. Parent/legal guardian submits application along with the above required documents and a self-addressed stamped envelope.
3. Time-stamp the application.
4. Review application and check that all fields are completed.

5. Check residence address to determine if the school is the family's home school and mark application either YES or NO.
6. Check all supporting documents.
7. Scan and send application with age-verifying document and financial document to the Early Learning Program at OCISS.
8. OCISS approves or denies application.
9. OCISS sends a copy of application with approval or denial status to school. Letters of denial are generated by OCISS and provided to the school.
10. Send the letters of denial to the family, using the SASE.
11. Sort the approved applications in two categories of "home school" and "not home school."
12. On the first working day after application window closes, if there are more than 20 home school applications, then the school will conduct a lottery. If there are less than 20 home school applications, in addition to non-home school applications, then the school will conduct a lottery.
13. Lottery process (if more than 20 home school applications):
14. A lottery will be conducted for only home school applications
    - A lottery number will be assigned to each application. The first 20 numbers drawn will enroll in the EOEL Pre-Kindergarten Program.
    - The remaining numbers will be placed on a school-managed waitlist in the order they were drawn.
    - A second lottery will be conducted for the non-home school applications. The applicants will be added to the waitlist in the order they were drawn.
15. Lottery process (if less than 20 home school applications):
    - All home school applications will be enrolled.
    - A lottery will be conducted for the non-home school applications to fill the remaining spaces.
    - A lottery number will be assigned to each application and numbers drawn.
    - Once the spaces are filled, the remaining applicants will be placed on a school managed waitlist in the order they were selected.
16. Within two weeks of the lottery, send notification letters to all applicants, using the SASE provided by the applicant, regarding whether the lottery result as accepted or waitlisted.
17. The letter will instruct accepted applicants to enroll their child at the appropriate school with required enrollment documents to be completed and submitted.

RELATED RESOURCES

- For more information, contact Early Learning Program, OCISS at 305-9701.
- Application, flowchart, and guidelines documents are posted at the OCISS intranet site under "Early Learning". at https://intranet.hawaiipublicschools.org/offices/ociss/programs/EL
- Refer to DOE memo, *Executive Office on Early Learning (EOEL) Pre-Kindergarten Program: School Year (SY) 2015-2016 Pre-Kindergarten Application Process and SY 2014-15 Pre-Kindergarteners: Geographic Exception for Kindergarten*, 2/23/15.

CHAPTER 16:
SCHOOL-LEVEL DOCUMENTS LIST
(Enrollment & Withdrawal)

Enrollment & Withdrawal
SCHOOL-LEVEL DOCUMENTS
to Distribute to Families (as applicable)

CHECK if distributed	DATE distributed	* Required distribution at school-level. Please refer to appropriate DOE memo for deadlines and guidelines for distribution. These documents may be distributed to or received from enrolling students and parents, legal guardians, foster parents or caregivers depending on the student's particular situation or the time of enrollment during the year.	DATE	Reference
				Resources - DOE memo, DOE public website, DOE intranet site, State authorities
		Affidavit for Caregiver Consent		https://intranet.hawaiipublicschools.org/offices/ociss/Forms/Caregiver%20Consent.pdf#search=Caregiver%20Consent
		Parent, Guardian, Legal Custodian Authorization for Caregiver Consent		https://intranet.hawaiipublicschools.org/offices/ociss/Forms/Authorization%20for%20Caregiver%20Consent.pdf#search=Caregiver%20Consent
		DDUP - Digital Device Usage Policy*	8/22/14	DOE memo - Interim Digital Device Usage Policy and Student Internet Use Guidelines
		Bus Transportation application		https://intranet.hawaiipublicschools.org/offices/osfss/stsb
		Consent for Release of Information (Form HAR 64)		https://intranet.hawaiipublicschools.org/offices/ociss/programs/csss/Pages/School-Attendance.aspx
		Course Registration Guide (Secondary)		
		DHS Authorization to Request Withdrawing/Enrolling A Foster Child From/Into School		https://intranet.hawaiipublicschools.org/offices/ociss/programs/csss/Pages/Educational-Stability-for-Foster-Youth.aspx
		Enrollment Form (SIS-10W)	5/16/14	DOE memo - Hispanic Race Selection No Longer Available in eSIS Race Details Screen
		Emergency Card	rev. 4/13	http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/HowToEnroll/Pages/home.aspx
		Emergency information for Parents & Guardians	rev. 7/09	http://www.hawaiipublicschools.org/DOE%20Forms/Emergencies/EmergencyInfo_ENG.pdf
		Equal Educational Opportunity*	7/09	http://www.hawaiipublicschools.org/DOE%20Forms/Civil%20Rights/CRCOEng.pdf
			8/1/14	DOE memo - "Equal Educational Opportunity" Brochures - Policy #4211
		Equal Educational Opportunity* (Foreign Languages)		https://intranet.hawaiipublicschools.org/offices/civilrights/Documents/Forms/AllItems.aspx
		Equal Educational Opportunity for Students Who Are Disabled)*	5/9/14	DOE memo - Equal Educational Opportunity for Students Who Are Disabled (Nondiscrimination Rights Under Subpart D, Section 504 and Hawaii Law and Regulations) Brochure
		Exceptions to Compulsory Education - Form 4140		https://intranet.hawaiipublicschools.org/offices/ociss/Forms/Exceptions%20to%20Compulsory%20Education.pdf
		Federal Survey Card	7/16/14	DOE memo - Roster of Students to be Surveyed - September 3, 2014 Federal Impact Aid Program Survey
				https://intranet.hawaiipublicschools.org/offices/oits/spab/federalsurvey
		FERPA - Annual Notification of Privacy Rights* to be on front webpage of school website & in school newsletters	7/10/14	DOE memo - Annual Notification of Privacy Rights
		FERPA - Annual Notification of Privacy Rights Poster* to be posted in school office		https://intranet.hawaiipublicschools.org/offices/dgo/Documents/FERPA%20Documents/FERPA%20Poster.pdf
		FERPA - Notification of Rights Under FERPA for Elementary and Secondary Schools		http://www.hawaiipublicschools.org/DOE%20Forms/Advancing%20Education/FERPArights.pdf
		FERPA - Non-Disclosure of Directory Information (CHP 34-1)		http://www.hawaiipublicschools.org/DOE%20Forms/Advancing%20Education/DirectoryOptOut.pdf
		FERPA - Non-Disclosure of Secondary Student Information to Military Recruiters "OPT-OUT" (Form RS 12-1056) (High School only)		http://www.hawaiipublicschools.org/DOE%20Forms/Military/OptOutMilRecruit.pdf
		FERPA - Parent Brochure		http://www.hawaiipublicschools.org/DOE%20Forms/School%20Reports/FERPA/parentbrochure.pdf
		FERPA - Parent / Guardian / Eligible Student Opt Out Sample Communication	7/10/14	DOE memo - Annual Notification of Privacy Rights
		FERPA - Documents (Foreign Translations)		http://www.hawaiipublicschools.org/VisionForSuccess/SchoolDataAndReports/StudentPrivacy/Pages/home.aspx
		Free/Reduced Meals application		https://intranet.hawaiipublicschools.org/offices/osfss/sfsb
				http://www.hawaiipublicschools.org/ConnectWithUs/MediaRoom/PressReleases/Pages/DOE-guidelines-for-free-and-reduced-price-meals-released.aspx
		Free/Reduced Meals online application		https://secure.ezmealapp.com
		Graduation Requirements Brochure (Class of 2016 HS)	4/13	http://www.hawaiipublicschools.org/DOE%20Forms/Graduation%20Brochures/Grad2016Brochure.pdf
		Graduation Requirements Brochure (Beg. Class of 2013 HS)	7/08	http://www.hawaiipublicschools.org/DOE%20Forms/Graduation%20Brochures/Class_of_2013.pdf
				https://intranet.hawaiipublicschools.org/offices/ociss/programs/gradreqs
		Inhaler/EpiPen and Scheduled Medications Consent Form	6/7/12	DOE memo - Distribution of School Health Forms, School Year (SY) 2012-13
				http://www.hawaiipublicschools.org/DOE%20Forms/Enrollment/EmergencyRescueMeds.pdf
		Letter to Parents regarding Allowable MVA Transfers	7/11/14	Allowable Transfers for McKinney-Vento Homeless Assistance Act (MVA) Eligible Students: Parent Notification
		Operation Search	8/29/14	DOE memo - Operation Search – School Year 2014-2015
		Running Start Brochure	7/13	http://www.hawaiipublicschools.org/DOE%20Forms/College%20Career%20Readiness/Running_Start_Brochure_2.pdf
		School Health Requirements Pamphlet		http://health.hawaii.gov/docd/files/2014/01/SHR_English.pdf
		School Health Requirements Pamphlet (Foreign Translations)		http://health.hawaii.gov/docd/requirements-by-grade/school-health-requirements-brochures/
		Student Publication/Video Release Form (Form SP/VR)*		https://intranet.hawaiipublicschools.org/offices/ociss/Forms/Student%20Publication-Video%20Release%20Form.pdf

CHAPTER 17:
STUDENT WITHDRAWAL

_____School

REQUEST FOR RELEASE FORM

Date Submitted: _____

TO WHOM IT MAY CONCERN:

This is to inform you that I wish to have my child, _____

Grade ____ Homeroom: _____ Birthdate _____ ID#_____

released from _____School for the following reason:

TRANSFER (Please check one):

_____ Private School: _____

_____ Public School: _____

_____ Mainland School: _____

_____ Another country: _____

_____ Other reasons: _____

New School Address (if known):

_____

_____

Student's Last Day in School:

_____

Give Release Packet to:

Parent/Legal Guardian_____

Contact Phone: _____

Yearbook Request:
I will pick up Yearbook___
Please mail Yearbook to new home address____
(Shipping charge must be paid for additional costs)

I authorize permission for my child's student records to be transferred to the next school of enrollment.

_____

New Home Address

_____

City **State** **Zip Code**

_____

New Home Phone Number

_____

Signature of Mother/Guardian Date:_____

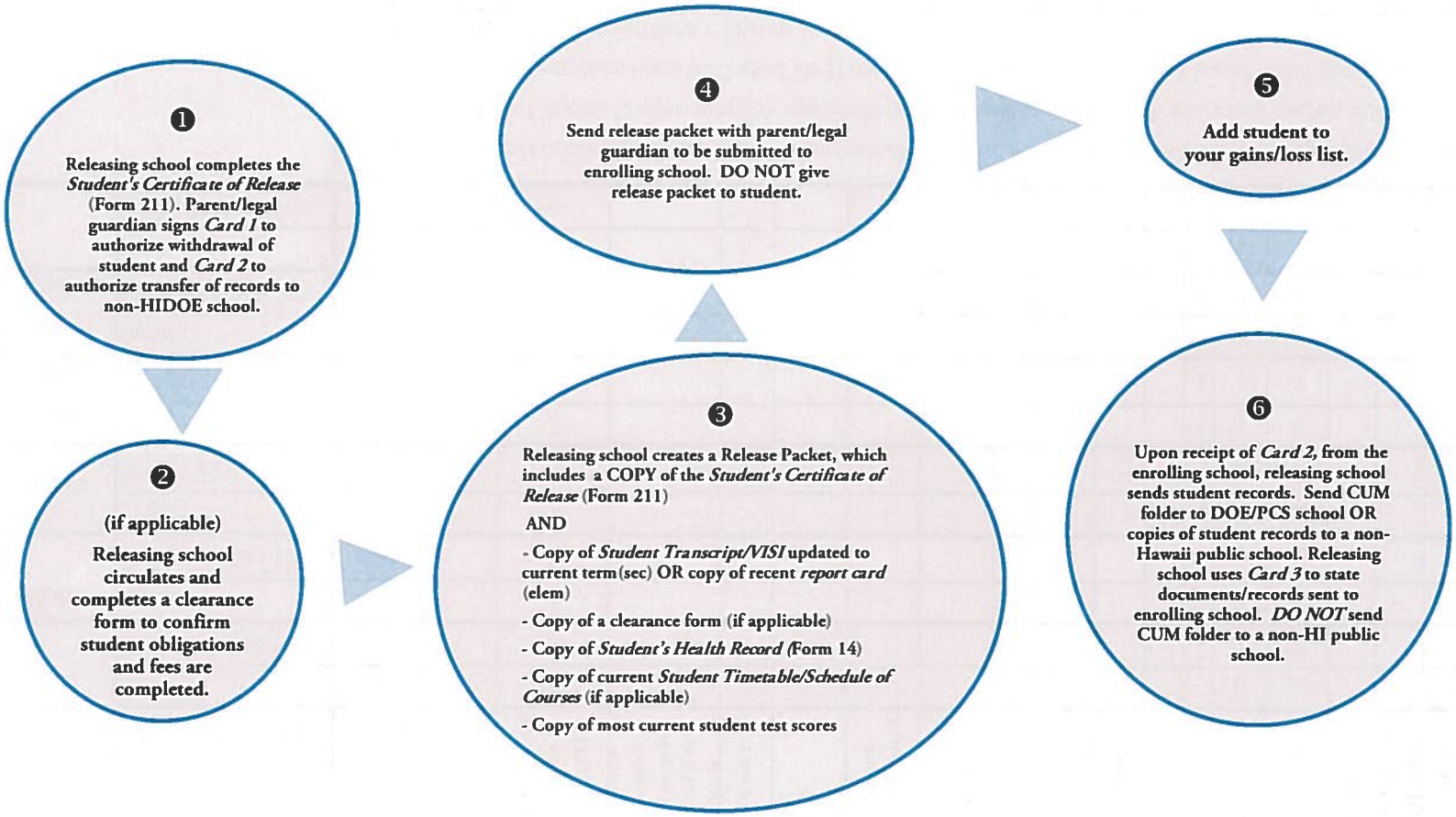
_____

Signature of Father/Guardian Date:_____

Return completed form to the Registrar/Office Assistant

Form SIS-213
OITS/SPAB- 4/2105

Withdrawal Tasks Flowchart



Withdrawal Tasks Flowchart 2/24/15
School Process and Analysis Section/OITS

REQUIRED WITHDRAWAL FORMS MATRIX

STUDENT WITHDRAWAL SCENARIOS	TIME OF ENROLLMENT	Student's Certificate of Release (Form 211)	CUM Form 12/13	Student Health Center Card (Form 14)[1]	Unofficial Transcript/ Report card/ Withdrawal marks[2]	Test Scores	Student Schedule/ Timetable	Attendance Summary Form	Non-Disclosure Form	Enrollment Form (SIS-10W)	Bus Transport Form	Clearance Form	MVA Form	G.E.	IEP/504[3]	Custody	Passport	Chapter 19 Discipline	Other legal docs[4]	CUM
		CUM	CUM Folder	CUM	CUM	CUM	CUM	CUM												Post-Release
Transfer to a HI Public School	Summer	X		X											@	@			@	
	During the School Year	X		X											@	@			@	
Transfer to a HI Private School	Summer	X		X											@	@			@	
	During the School Year	X		X											@	@			@	
Transfer to another State	Summer	X		X											@	@			@	
	During the School Year	X		X											@	@			@	
Enrolling as a GE Student from a HI Public School	Summer	X		X										X	@	@			@	
	During the School Year	X		X										X	@	@			@	
Enrolling as a GE Student - NON-HI Public School	Summer													X	@	@			@	
	During the School Year													X	@	@			@	
Enrolling from Homeschooling	Summer			@											@	@			@	
	During the School Year			@											@	@			@	

Legend:
X = Required
@ = As Applicable

[1] Student's Health Record includes physical exam, required immunizations by grade-level, and TB exam. Non-DOE transfers must provide a physical exam completed within the last 12 months. An appointment slip is acceptable for provisional enrollment of 90 days. TB skin test must have been administered within the previous 12 months of first entry to any Hawaii PK-12 school. The TB certificate may be issued by HI-DOH or a U.S. licensed Medical Doctor, Doctor of Osteopathy, Advanced Practice Registered Nurse, or Physician Assistant.

[2] Unofficial transcript or latest report card, (opt. - health record, clearance release w/withdrawal marks)

[3] Current copy of Individual Education Plan/504 Plan

[4] e.g. Power of Attorney, Guardian ad Litem, case worker assignment/court order, TRO, legal name change, etc.

*For more information about the above forms, please visit the DOE website: http://www.hawaiipublicschools.org (public); http://intranet.hawaiipublicschools.org (HIDOE staff portal)

3.5.2015 OITS/SPAB

STUDENT NAME:_____SCHOOL:_____

SIS#_____ GRADE:____

WITHDRAWAL CHECKLIST
ALL STUDENTS

REQUIRED FOR WITHDRAWAL:

- ☐ **Student's Certificate of Release - Card 1 (Form 211) completed by parent/ legal guardian and school official.**
- ☐ **Student's Certificate of Release - Card 2 (Form 211) completed by parent/legal guardian and school official, if parent requests transfer of records to out-of-state or private school.**
- ☐ **A student clearance form is circulated and completed (if applicable)**
  - **Fees/obligations_____**
  - **Withdrawal marks/grades_____**
- ☐ **Prepare Release packet:**
  - **Copy of Student's Certificate of Release (Form 211 - Cards 1 & 2)**
  - **Copy of Student Transcript and/or last report card**
  - **Copy of Student Clearance Form (if applicable)**
  - **Copy of Student's Health Record (Form 14)**
  - **Copy of current Student Timetable/Schedule (if applicable)**
  - **Copy of IEP/504 Plan (if applicable by SSC)**
  - **Copy of current Student Test Scores (if applicable)**
- ☐ **Release packet received by parent/guardian ONLY**
- ☐ **Add student to Gains/Loss List**
- ☐ **Notice of Enrollment (Form 211- Card 2) received by gaining school**
- ☐ **Records prepared and sent to gaining school upon signed receipt of Notice of Enrollment**
  - **For Non-Hawaii public schools: Send copies of documents only**
  - **For Hawaii public schools, inc. charter schools: Send the CUM folder**
- ☐ **KEEP a record (Form 211-Card 3) of documents/files sent to the next school**

May be filed with Student's Certificate of Release Form 211 OITS/SPAB

STUDENT WITHDRAWAL

A. GENERAL WITHDRAWAL PROCEDURES

1) **Parent completes the Request for Release Form 213**
2) **Form 211** (Fig. 15)
   a. **Releasing school completes CARD 1 - Student's Certificate of Release (TOP part of Form 211):**
      - Make sure release date is the official withdrawal date of the student from attendance at school.
      - Include student ID number, student name, gender, birth date, forwarding school's name, current grade level, and current school year.
      - State withdrawal reason given by parent/legal guardian or student (at least 18 years of age) in the "Because of" field and who is requesting the withdrawal in the "Request of" field.
      - NOTE: Obtain new address and new phone number of parent. This is important information to address possible inflight status. Update accordingly until student is registered at enrolling school.
      - It is not necessary to complete school insurance, lunch subsidy, Special Ed. Handicapped, SLEP fields.
      - Elementary and secondary test scores are transferred upon request of student records.
      - Special notations are stated as needed. State if other documents are attached.
   b. **Enrolling school will return completed CARD 2 - Notice of Enrollment (BOTTOM part of Form 211):**
      - **Releasing school should be sure to include the school's address in Card 2.**
      - Parent/legal guardian/student (at least 18 years old) signs *Notice of Enrollment*, Card 2, to authorize release of records to a non-HIDOE school. This applies to transfers to private, mainland or foreign schools.
   c. A copy of Form 211 should be folded at perforation and stapled at each side of top. Attach copy to release packet.
   d. Card 2 should be mailed back to notify releasing school that student is enrolled and also to request records to be sent as soon as possible.
   e. Keep original Form 211 for reference, along with copies of release packet documents.
3) **Circulate the Clearance Form (if applicable)**
   a. Releasing school should circulate and complete school-generated clearance form (if applicable) to confirm student obligations and fees are completed and obtain withdrawal marks/grades.
   b. A copy of this clearance form can be included in the release packet or upon request for records.
   c. Below is sample information to be listed on a school-level clearance form:
      - Teacher initials and gives withdrawal or final quarter grades
      - Librarian initials
      - Counselor initials
      - Cafeteria initials (Lunch fees status)
      - Financial obligations
   d. Releasing school should keep the original student clearance form for updating purposes as needed. Staff is often out during the sign-out process and when books are returned. Hence, it is better to update information on the clearance form.
   e. Per Board of Education Policy 4150.1 Regulations, *School Attendance Releases and Transfers,* schools can not withhold a student release or transfer due to non-payment of fees. Forward a **copy** of the student clearance form to the enrolling school, along with any outstanding fee balance, and supporting documentation. The enrolling school will pursue collection of fees and may retain any funds collected.

4) **Create RELEASE PACKET and attach the stapled copy of completed Form 211:**
   a. Releasing school creates Release Packet, with copies of the following documents.
      - Copy of unofficial Student Transcript/VISI (Fig. 16) updated to current term(sec) OR recent report card (elem)
      - Copy of Clearance Form (if applicable)
      - Copy of Student's Health Record - Form 14 (Fig. 5) This record may not be available at time student transfers. Check with Health Aide for updates.
      - Copy of current Student Timetable/Schedule (if applicable)

5) **Give RELEASE PACKET to parent/legal guardian/18 year old+ student, to be submitted to enrolling school.**
   a. DO NOT give release packet to student.
   b. Confidential Records, such as Individualized Education Plan (IEP) and Ch. 19 disciplinary record, will be sent separately from Release Packet to a HIDOE school. The IEP will be sent by SSC.
   c. If student transfers to another public school in Hawaii, his/her confidential report shall be forwarded to the enrolling school in an envelope marked "CONFIDENTIAL". If a student transfers to a private or mainland school or leaves school, his confidential report shall be forwarded to the district office for storage or disposal. Under no circumstances shall a student handle, file or otherwise have access to confidential reports concerning self or others.

6) **Add student to GAINS/LOSS LIST**
   a. Add student to your gains and loss list. This list is created and monitored by the registrar or lead elementary office assistant. It can be created by using an Excel spreadsheet to run a tally of number of students enrolled and students withdrawn.
   b. Verify your gains and losses by running the Gains and Loss report (Fig . 1) to confirm the admit and withdrawal counts.

6) **Send STUDENT RECORDS upon receipt of the Notice of Enrollment (Card 2-Form 211) (Fig. 15)**
   a. The releasing school will then forward the student's cumulative (CUM) record or official student records to Hawaii public schools only.
   b. Records should be prepared and sent as soon as possible. Enrolling schools are advised to contact releasing school if completed *Notice of Enrollment* is not received within 14 days of receipt.
   c. For HIDOE public schools and public charter schools:
      - Send the CUM folder to verify that student will be enrolled.
      - If student transfers to another public school in Hawaii, his/her confidential report shall be forwarded to the enrolling school in an envelope marked "CONFIDENTIAL".
      - Charter schools must return CUM folders and confidential records upon student return to DOE school. (Fig. 17 & 18)
   d. For all Non-HIDOE schools (mainland/foreign/private):
      - **Send copies of documents ONLY.**
      - Copies of records and official transcripts are okay to be forwarded to the enrolling school.
      - Confidential files are never sent to mainland/private/foreign schools but are returned for storage or disposal at district office.

B. STUDENT RECORDS

1) CUMULATIVE (CUM) FOLDERS (FIG. 17 & 18)
   - CUM folders are NEVER forwarded to non-HIDOE schools, including all mainland/foreign/Hawaii private schools.
   - CUM folders remain the property of the Hawaii Department of Education and should be retained at the releasing school. See Chapter 5, *Educational Records* and Chapter 22, *Records Retention and Disposal* in *Reference Guide for Registrars and Clerks* for more information.

2) Releasing school should retain original Card 2 for enrollment audit purposes.

3) Keep DOCUMENTED LIST OF RECORDS SENT on Card 3-Form 211 for school records.
   - Releasing school should record transfer of what documents/records were sent to the enrolling school.
   - Check-off list of transferable items can be found in *Student Records Checklist Table* on page 132.
   - Refer to Reference Guide, Section VI-6 for public charter school transfer of records information.
   - Refer to Reference Guide, Section VI-72 for non-HIDOE transfer of records information.
   - Ensure transfer of confidential discipline records sent in marked and sealed envelope.
   - Include attendance records
   - Ensure transfer of student records from feeder school to next school for terminal students.
   - Feeder schools should provide list of student names that will be going to the next school.

4) **AVOID IN-FLIGHT STATUS OF STUDENTS**

   - Maintain communication with feeder schools and parents to ensure proper monitoring of transfer students.
   - Check Inflight Students data errors list in SSES frequently to reconcile inflight students.
   - Releasing schools should verify registration (i.e. Notice of Enrollment, Card 2-Form 211) so that in-flight status of student does not occur.
   - If the student is not enrolled or registered at the next school, then current school will be responsible to monitor the whereabouts of these inflight students. See *Directions for Reconciliation of Inflight Students.* DOE memo, (5/16/2011).
   - Use *Inactive Student Tracking Form* or *Elementary Tracer Card* (Fig. 23) to document evidence of efforts to locate students whose final destinations were never confirmed. This form is to be kept in student's cumulative folder until the record is electronically archived.

RELATED RESOURCES

- *Direction for Reconciliation of Inflight Students from Procedures for Clearing In-flight Students from School Roster,* DOE memo, 5/16/2011.
- *Student's Certificate of Release*(Form 211) (Fig. 15)
- *Inactive Student Tracking Form*
- *Elementary Tracer Card* (Fig. 23)

TIP!

- Inform staff at beginning of school year regarding the withdrawal processes and procedures. (i.e. memo or training)

OTHER TYPES OF WITHDRAWALS

1) SPED SERVICES BEYOND COMPULSORY AGE 18

a. A student with a disability may be entitled to additional protection under Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and Chapter 60, HAR.
b. Special education students who require special needs services may attend school until age 22 in a public K-12 school. Review BOE Policy 4145.101 for guidance. BOE Policy 4145.1, "Admission of Overage Students" was repealed to reflect the statutory changes in Section 302A-1134(c), HRS, also known as Act 163 (SLH 2010).
c. These SPED students may continue to attend school for the following age brackets:
   - Age 18-19; Age 19-20; Age 20-21; Age 21-22
d. Students who attain 22 years of age are to be withdrawn on their birthday.

2) 4140 - EXCEPTIONS TO COMPULSORY EDUCATION (FIG. 24)

a. There are many exceptions to compulsory attendance including the following reasons:
   - medical reasons,
   - full-time employee (must be at least 15 years old),
   - family court approval,
   - adult education
   - intent to homeschool
   - designated alternative educational program.
     Examples include the following programs:
     (1) Hawaii Youth Challenge Academy
     (2) Private School placement for students with disabilities

b. Charter Schools must submit the 4140 directly to the complex area superintendent (CAS) for approval. The Charter school director must submit a written recommendation for the exception to the student's home school district office (CAS) for approval. The CAS will review the recommendation and if approved, will complete the 4140 and process it accordingly. After CAS approval is obtained, the charter school should exit the student using the appropriate 4140 exit code. For exceptions other than home schooling, an attendance record and school action report completed by the current charter school should be submitted to the CAS before recommendations and approval.

   Determination of home school for charter school students : The home school is the school within the geographic attendance area of the student's legal residence; it is not the location of the charter school. If the student has been attending school in an area outside of the student's legal residence, the recommendation and approval is granted from the CAS who has oversight in the student's home school area.

3) GEOGRAPHIC EXCEPTIONS (GE) (Fig. 14)

All schools should have Geographic Exception Request Forms available upon request of the parent/legal guardian. All schools should process a GE Request Form for a current student who wishes to transfer to a DOE or conversion charter school outside of the home school's service area boundary. A GE Request form is NOT required for a student who wishes to enroll in a public charter school or Hawaiian Language Immersion Program. A Certificate of Release is not required for a new incoming GE-approved student. See Chapter 7, *Geographic Exceptions,* from this handbook for more information.

4) ADULT EDUCATION/COLLEGE CLASS STUDENTS

- Regular day-school students may be released to enroll in adult education, community college or university classes for high school credit with the approval of their high school principal.
- See Running Start webpage of the DOE public schools website for more information about college courses for college class students.

5) DEPARTMENT OF HUMAN SERVICES (DHS)AUTHORIZATION FOR WITHDRAWAL (Fig.13)

The DHS social worker (or aide) shall physically be present to facilitate the withdrawal of a foster student by signing the Student Withdrawal/Record Transfer Form. The DHS Authorization form may be faxed for emergencies only. For more information, refer to *Foster Parents' Rights to Consent for Foster Children,* DOE memo, which is dated February 21, 2002.

EARLY WITHDRAWAL

The process of withdrawal is based upon HRS §298-20. So that schools, both public and private are required to provide certificates of release when students transfer to another school. Likewise, certificates of academic proficiency, which are required when a student applies to attend a school of higher grade, are to be provided. Report cards and/or VISI/transcripts are typical methods of providing a certificate of academic proficiency to the receiving school.

In addition to ensuring a proper transfer of records, HRS §8-57-4 *Collection of fees and charges,* states that when a student transfers, the receiving school should receive a list of obligations from the prior school. The receiving school becomes the collector of due fees. However, the receiving school also retains the paid fees. Certificates of release and records of academic proficiency may not be withheld because of non-payment of fees, tuition and other charges due to the school.

There are no official cut-off release dates for early withdrawal of students. The last cut-off guidelines were part of old school code 5177, (8/1962) However, Code 5177 was revised into 4150.1 Regulations, which makes no mention of cut-off dates. Schools and complex areas are left to come to some common agreement about which cut-off dates to use. Dates should be kept flexible as some military families who will be leaving at the end of the school year may not able to transfer enrollment of their children immediately due to unavailable duty station.

For your informational purposes only, here are the early release cut-off dates from former Code 5177:

1) A student who is released during the last 4 weeks of school will be given a report card with grades for the school year and an indication of promotion or non-promotion. Promotion is based upon his/her achievements and effort up to the date of release. Count the last week as a full week, even though it may not be a full five days for students.

2) A student leaving during the fifth and sixth weeks before school closes will be given a report card (e.g. mid-quarter progress report) with grades up to time of departure, with an indication of promotion or non-promotion based upon a stated estimate of anticipated final grades.

3) A student leaving school prior to the sixth week before school closes will be released through normal procedure, except that the report card and a progress report will be given at the time of departure. School records will be forwarded later upon request of the receiving school.

On the other hand, there is an assumption that students who leave prior to the end of the school year will enroll in a new school in time for that school to determine the final grades. If the student does not enroll in a new school before the end of the school year, it will be up to the receiving school before the end of the following year to determine promotion or non-promotion for work done in the previous year.

Student should write to the prospective school before making plans for early departure, as certain mainland high schools have residence requirements in awarding high school credit.

If there any complex issues that arise, principals will confer with the Complex Area Superintendent for a final decision.

CHAPTER 18:
EXCEPTIONS TO COMPULSORY EDUCATION (4140) WITHDRAWAL

4140 - COMPULSORY ATTENDANCE EXCEPTIONS

Frequently Asked Questions

What is a compulsory attendance exception?

- Exits/Withdrawals for:
  - o Physical or Mental Reasons-documentation from physician is needed
  - o Suitable Employment-documentation from employer is needed
  - o Family Court-documentation from court is needed
  - o Alternative Education (ex. Youth Challenge)
  - o Home Schooling

What is the process to file a 4140?

- Request shall be initiated and signed by the parent(s) or legal guardian(s) on OCISS Form 4140
- Principal signs to approve the 4140
- Form is sent to Complex Area Superintendent (CAS)
- CAS approves the 4140
- 4140 form is sent back to the school
- School exits the student with the appropriate 4140 exit code

When is a 4140 effective?

- 4140 - Homeschooling is immediately effective upon the date received by the parent. It must be complete, signed and submitted to the principal.
- All other 4140s are effective the day the Complex Area Superintendent (CAS) approves the 4140.

When does a 4140 expire?

- Expires at the end of the school year (with the exception of Home Schooling). 4140 needs to be resubmitted the following school year
- Homeschooling 4140 does not need to be resubmitted except when student is projected to exit from elementary to middle school or middle to high school due to promoted grade level. A new 4140 or intent to homeschool will need to be resubmitted upon entering the next promoted secondary school.

When can an exception be made?

- Any time during the school year when student meets one of the qualifying reasons listed above.

Who can initiate a 4140?

- Parent(s) or legal guardian(s)
- Student, if 18 years or older
- Emancipated minor

CHARTER SCHOOL PROCESSING OF 4140

CHARTER SCHOOL PROCESSING OF 4140

- Parent or legal guardian SUBMITS 4140 TO HOME DISTRICT SCHOOL.
- Charter School Director/Principal submits written recommendation for the exception to the student's home school district office CAS.
- CAS reviews the recommendation and if approved, completes the Form 4140 and processes accordingly.
- After CAS approval, charter school exits the student with the appropriate 4140 exit code.
- The home school is the school within the geographic attendance area of the student's legal residence; it is not the location of the charter school.
- If the student has been attending school in an area outside of the student's legal residence, the recommendation and approval is granted from the CAS who has oversight in the student's home school area.
- For exceptions other than home schooling, an attendance record and school action. report completed by the current charter school should be submitted to the CAS before recommendation and approval..

CHAPTER 19:

4140 - HOMESCHOOLING WITHDRAWAL

4140-HOMESCHOOLING WITHDRAWAL PROCEDURES

A. PARENT/LEGAL GUARDIAN RESPONSIBILITIES

1) Parents must submit ONE OF THE FOLLOWING to the home district school principal:

(a) Form 4140 (Fig. 24) must be completed with name, SIS number, birth date, telephone number, address school, complex area and grade; Section A must include name of parent/guardian, signature and date; Section B must include an "X" next to Homeschooling and date completed.

OR

(b) Letter of intent must include statement of intent to homeschool the child and include the following:
- Name, address and telephone number of the child;
- Birth date and grade level of the child
- Signature of the parent and date of signature

2) The effective date of homeschooling begins on the date that the parent submits a completed 4140, as stated above, OR a letter of intent, as stated above. **The notice of intent to homeschool is for record-keeping purposes only and to protect families from unfounded accusations of educational neglect or truancy. The principal and CAS are acknowledging RECEIPT of notice of intent to homeschool and NOT granting permission.**

3) See Parent Notification section under Monitoring Requirements on next page. Notify parents of listed responsibilities, especially to notify school if student moves out of state or out of service area boundary. Also, parents should inform school if they plan to continue homeschooling when student becomes a terminal-grade level (age-appropriate) student and wish to re-enroll student to next DOE school. Students must complete at least 3 years at a local public high school in order to receive a local public high school diploma.

B. SCHOOL RESPONSIBILITIES

1) Determine what type of student entry

(a) DOE Students:
- Go to step 2 to complete processing the notification (i.e. 4140 form or the letter of intent to home school)from parent. Make sure that withdrawal date is the date that notification was submitted by parent. Do not use acknowledgement date on 4140, as signed by CAS.
- Review Monitoring Requirements listed within this chapter. Inform teachers, SSC and other staff,as appropriate.

(b) FORMER DOE Students:
- Upon receiving a notification to homeschool a child, the enrolling school checks the SIS system and SSES to determine whether the student was a **former** DOE student.
- Checks for current enrollment code, if "H" then enrolling school contacts previous school to let them know of the pending enrollment. Then, the previous school can clear student from homeschool roster.
- The next day after student exits former school, the enrolling school can pick up student in SIS, then release to "homeschool" the next day.

(c) NEW DOE Students:

- Assign a valid student identification number and enter into student information database, upon receiving the 4140 or letter of intent.
- Parents do not need to officially "enroll" or "unenroll" the student prior to homeschooling.
- Student will be admitted and withdrawn the following day.
- No birth certificate, proof of residency, TB clearance or Student's Health Record (Form 14) is required.
- Complete the following ethnicity and language fields in SIS:
  - Ethnic Category: M - Other
  - Home Language: A - English
  - Language Used: A - English
  - Language First Acquired: A - English

2. Complete processing the 4140 form OR the Letter of Intent to Homeschool

(a) 4140 form

- School exits the student with the appropriate 4140 exit code using the date the Form 4140 was submitted by the parent.
- Principal signs the Form 4140, dates, and checks "Acknowledged" on the bottom of the form.
- Form 4140 is sent to Complex Area Superintendent (CAS).
- CAS signs, dates, and checks "Acknowledged" on the bottom of the form.
- Form 4140 is sent back to the school.
- Form 4140 is kept on file at the school and copy given to parent or legal guardian.

OR

(b) Letter of Intent

- School exits the student with the appropriate 4140 exit code and using the date the notification of intent was submitted by the parent. Check to make sure that required information is stated. See Parent/Guardian Responsibilities section in this chapter.
- Principal signs, dates, and writes "Acknowledged" on the bottom of the notice of intent to home school.
- Letter is sent to Complex Area Superintendent (CAS).
- CAS signs, dates, and writes "Acknowledged" on the bottom of the notice of intent to home school.
- Notice of intent is sent back to the school.
- Notice of intent to home school the child(ren) is kept on file at the school and copy given to parent or legal guardian.

4140-HOMESCHOOLING MONITORING

C. MONITORING REQUIREMENTS

1) Parent Notification

- Enrolling school informs the parents or legal guardians with a letter on school letterhead (Fig. 26), copy of the completed 4140, and a copy of the HRS, Chapter 12 Homeschooling Guidelines (2012).
- Remind parents of their responsibility to contact school if they are moving out of state so that their child's name can be removed from the state home school roster (i.e. military families).
- Provide parents or legal guardians with information about statewide tests for grades, 3, 5, 8, and 10, if they choose to have their children participate. Homeschooled students are NOT required to take the statewide tests if alternative standardized test results have been submitted to the principal. However, parents are required to inform principals regarding the alternative test selection prior to the opening of the statewide testing window.
- As long as Parents are complying with the annual progress monitoring requirement, they do not need to resubmit the notification of intent OR a Form 4140 to home school their child on an annual basis, UNLESS:
  (a) the child is withdrawn OR
  (b) the child transfers between local public school to another public school AND/OR
  (c) the child transfers between elementary and middle/intermediate OR between middle/intermediate and high school.

2) Homeschool Students Documents File

- Maintain a list of homeschool students, with admit/withdrawal dates noted, along with 4140 or parent notification of intent letter filed. Log any correspondence or communication with homeschool parents.
- Maintain a file for each homeschooled student to contain annual progress reports and test scores and communication documentation.
- Follow-up for any lack of annual progress reports and required test scores for grade levels 3, 5, 8 and 10.

3) Projected Terminal Grade-level Students

- As a courtesy, inform those parents with projected terminal grade-level children, that they will need to resubmit a new Office of Curriculum, Instruction and Student Support (OCISS) Form 4140 or a new notification letter of intent directly to the next school.
- As a courtesy, inform next feeder school of projected homeschooled student list.
- If terminal homeschool student is not processed as homeschooled or registered in next school, then current school will be responsible to monitor the whereabouts of the terminal grade homeschooled student. Maintain communication with feeder schools and parents to ensure proper monitoring of homeschooled students.

4) Homeschooling SPED Guidelines

- Contact SSC to follow-up if SPED student is being withdrawn to homeschooling by parent.
- Services are to be made available at the home school to homeschooled students who have been evaluated and certified as needing such services and who request the services. If deemed certified, then parents must make a request to receive services for their child. (Chapter 12, §8-12-14, HRS)
- Parent/guardian is responsible to bring student to home district school for services.
- A notation of the student's SPED status should be made in the student information database.

RELATED RESOURCES

- *Homeschooling Website, Guidelines, Forms, and Frequently Asked Questions*, DOE memo, 7/23/2012.
- *Homeschooling Guidelines for Special Education*, DOE memo, 4/26/2006.
- §8-12-13 through §8-12-22, Chapter 12, Title 8, *Compulsory Attendance Exceptions,* Hawaii Administrative Rules (HAR)
- §302A-1132. *Attendance compulsory; exceptions,* Hawaii Revised Statutes (HRS)
- 4140 - Exception to Compulsory Education Form (Fig. 25)
- Homeschooling Acknowledgment Letter to Parent
- **DOE Public school site:** http://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/Choosingaschool/Pages/Homeschooling-FAQs.aspx
- **DOE Internal Homeschool site**: https://intranet.hawaiipublicschools.org/offices/ociss/programs/homeschool
- Contact Homeschooling Office for more information at 808-305-9771.

CHAPTER 20:
4140- DISABILITY WITHDRAWAL

4140 - DISABILITIES WITHDRAWAL

1) The parent/legal guardian of a child who is physically or mentally unable to attend school (deafness and blindness excepted), may complete and submit Form 4140, Exceptions to Compulsory Education,(Fig. 24) to the local public school.

2) Parent/legal guardian needs to submit a certificate from a licensed physician as evidence of physical or mental disability.

3) CAS will approve withdrawal from school.

4) Parent/legal guardian will need to renew annually by submitting a completed Form 4140 for approval.

RELATED RESOURCES:

- §8-12-5, *Exceptions to Compulsory Education,* HRS.
- *Exception to Compulsory Education* Form 4140 (Fig. 24)

CHAPTER 21:

4140 - EMPLOYMENT WITHDRAWAL (SECONDARY)

4140 - EMPLOYMENT WITHDRAWAL (SECONDARY ONLY)

1) The parent/legal guardian of a fifteen (15) year old student, who is legally employed full-time for at least forty (40) hours per week, may complete and submit Form 4140, Exceptions to Compulsory Education (Fig. 24), to the local public school.

2) A family court judge may also approve an exception due to employment.

3) The student's employer shall notify the school within three days if employment is terminated. If the student's employment is terminated, the student will return to school unless s/he submits verification of new employment.

4) Parent/legal guardian will need to renew annually.

RELATED RESOURCES:

- §8-12-6, *Exceptions to Compulsory Education*, HRS
- *Exception to Compulsory Education Form 4140* (Fig. 24)

CHAPTER 22:
4140 - FAMILY COURT WITHDRAWAL

4140 - FAMILY COURT ORDER WITHDRAWAL

1) 4140 approvals due to family court order shall be authorized by a family court judge.

2) Form 4140 (Fig. 24) shall be approved by a family court judge and submitted to the local public school.

3) Requests for an exception due to family court order shall be reviewed and renewed annually.

RELATED RESOURCES:

- §8-12-6, *Exceptions to Compulsory Education*, HRS.
- §8-12-7, *Exceptions to Compulsory Education*, HRS.
- *Exception to Compulsory Education* Form 4140 (Fig. 24)

CHAPTER 23:

4140 - ALTERNATIVE EDUCATIONAL PROGRAM WITHDRAWAL

4140 - ALTERNATIVE EDUCATIONAL PROGRAMS WITHDRAWAL (NO HOMESCHOOLING)

1) The parent/legal guardian of a child who is enrolling in an alternative educational program, other than homeschooling shall complete and submit Form 4140 (Fig. 24).

2) For the purpose of requesting an exception, enrollment in a private school's home study school program is not equivalent to attendance at a private school.

3) The parent/legal guardian needs to submit a planned curriculum, along with the Form 4140. See Instructions for Completing OCISS Form 4140 for more details about the planned curriculum.

4) Forward to CAS/CAS' designee for approval of the Form 4140 and planned curriculum.

5) Requests for an exception due alternative educational program shall be reviewed and renewed annually.

RELATED RESOURCES:

- §8-12-8, *Exceptions to Compulsory Education*, HRS.
- *Exception to Compulsory Education* Form 4140 (Fig. 24)

4140 - ALTERNATIVE EDUCATIONAL PROGRAM

HAWAII YOUTH CHALLENGE ACADEMY WITHDRAWAL (SECONDARY ONLY)

1) This is a voluntary program, sponsored by the federal government and the state of Hawaii, where in parents are not expected to pay tuition for admission of their children. The program accepts candidates between 16 to 19 years of age on the date of commencement of the program. It is a quasi-military framework.

2) Counselor works with student/parents to contact Youth Challenge and seek admittance.

3) After applying to program, the student goes through orientation and endurance test. If the student passes orientation and endurance test, they go through a pre-challenge program for 2 weeks.

4) If the student passes the 2 week pre-challenge program, they transition from candidate status to becoming a cadet.

5) During this time period, student should not be withdrawn from the school because the student has not been formally accepted into the program as a cadet yet and a 4140 has not been approved by the CAS yet. Maintain daily attendance for the student until student is withdrawn.

6) Youth Challenge will send a letter to high school and parent notifying everyone that student is now a cadet.

7) Parent will now release student from high school.
NOTE: Schools keep student enrolled until CAS approves student release on 4140.

- Parent will complete a 4140 - Alt Ed to Youth Challenge. (Fig. 24)
- Counselor works with parent/administration to complete 4140 paperwork.
- Registrar receives approved 4140 paperwork (copy), and processes the withdrawal.
- Withdrawal date is the date CAS signs the form.

8) Youth Challenge will then pass on information to Waipahu Community School, if student takes GED.

<u>Hawaii Youth Challenge Academy website:</u>

- http://www.ngycp.org/site/state/hi/
- http://www.rescueyouth.com/hawaii-youth-challenge-academy/

CHAPTER 24:

4140 - ADULT COMMUNITY SCHOOL WITHDRAWAL (SECONDARY)

4140 - EARNING A DIPLOMA FROM ADULT COMMUNITY SCHOOL

A. COMPETENCY-BASED COMMUNITY SCHOOL DIPLOMA PROGRAM (CBCSDP)

- Student must attend at least 75% of the total class sessions
- Must complete assigned tasks and submit a unit portfolio
- Take unit tests (5 units) and score 70% or better and
- Take the CBCSDP Mastery Test and score 70% or better
- Must complete a minimum of one (1) credit of work at an accredited post-secondary institution
- Must be employed for a minimum of 100 hours over a minimum 3-month period
- Must obtain or possess a marketable skill OR
- Must demonstrate home or life management skills

B. GENERAL EDUCATIONAL DEVELOPMENT (GED) CERTIFICATE

- Successfully complete a test battery with academic competence with that of high school graduates.
- Must pass the GED test with an average standard score of 450 for the combined five subtests with no score on any one test less than 410 and
- Must have successfully completed at least one semester of high school work at an accredited private or public school or a community school for adults in Hawaii.
- May complete the CBCSDP (see above) in order to receive a Hawaii Adult Community School Diploma.

C. WHO MAY ENROLL:

- Any adult who has not earned a high school diploma
- Anyone 18 years or older
- Students who are 16-17 years old and officially withdrawn from high school are eligible to enroll in this program.

4140 - EARNING A DIPLOMA FROM AN ADULT COMMUNITY SCHOOL (BIG ISLAND)

4140 PROCEDURES FOR BIG ISLAND SCHOOLS

The following sequential procedures shall be followed when Waipahu Community School for Adults- HILO AND KONA CAMPUS (WCSAHKC) is identified as the program (e.g. – General Educational Development (GED), CBCSDP, Basic Skills) under Section B of Form 4140 Alternative Education ("Exceptions to Compulsory Education) (Fig. 24).

1. SCHOOL TEAM MEETING (including parent, legal guardian, or surrogate parent).
2. SCHOOL refers student to WCSAHKC to take the Comprehensive Adult Student Assessment System (CASAS) Math and Reading placement tests.
    a. For Youth Challenge students only, please still refer student to WCSAHKC, even if the student has already taken the CASAS Placement Tests at Youth Challenge. WCSAHKC will then skip to step 5.
3. STUDENT takes CASAS at WCSAHKC scheduled date.
4. CASAS test will determine program student is qualified to enroll in.
5. WCSAHKC will provide student's CASAS results and required forms (4140 & 4140c) (Fig. 24) to counselor or school official who referred student and inform high school to proceed with the 4140.
6. SCHOOL
    a. Review CASAS results with the parent and student.
    b. Conduct educational plan conference with student and parent/legal guardian and document conference on form 4140C, Educational Plan.
    c. Complete form 4140 (Exception to Compulsory Education) and Form 4140C (Education Plan).
    d. School submits forms to WCSAHKC.
7. WCSAHKC reviews all documents submitted by school before signing Approval section of Form 4140 adjacent to high school Principal's signature.
    a. WCSAHKC will complete an educational plan for the student that will include a start date. (Note: WCSAHKC's educational plan is separate from Form 4140C. Schools are required to submit Form 4140C, Education Plan).
    b. Submit to appropriate CAS
8. CAS
    a. Review all documents submitted by WCSAHKC Vice Principal
    b. Approves 4140
    c. Forward the original to the school and copies to WCSAHKC
9. OFFICIAL ACCEPTANCE INTO WCSAHKC
    a. Upon receipt of copy of 4140 complete with three approving signatures, the student may register for classes at WCSAHKC.
    b. STUDENTS ARE NOT TO BE RELEASED FROM HOME SCHOOLS UNTIL THE START DATE INDICATED ON THE WCSAHKC EDUCATION PLAN.

CHAPTER 25:
STUDENT RECORDS

TRANSFER OF CUMULATIVE FOLDERS/ EDUCATIONAL RECORDS

The Cumulative folder(CUM)(Fig. 17 & 18)/Educational Records should include:

a. Student Enrollment Form (Form SIS-10W) (Fig. 2)
b. Copy of the Birth Certificate or legal proof of birthdate and legal name
c. Transcripts/Report Cards
d. Standardized Test Scores
e. Copies of Legal documents, if applicable (e.g. Power of Attorney, Guardianship documents, temporary restraining order, legal name change, case worker assignment/court order, Caregiver Consent Affidavit (Fig. 10), etc.)
f. Copy of disciplinary records (marked Confidential) related to Act 90 and the Federal Gun Free Schools Act (ref. Memo dated 5/30/97 signed by Herman Aizawa regarding Elementary Cum Folders)

All necessary copies of forms and documents to be housed in student's CUM folder.

- New Entry into HIDOE: If this is first entry into HIDOE system, then enrolling school must generate the CUM folder (Form 13) with all necessary documents, copies, etc. (i.e. Birth Certificate, SIS-10WR). Enrolling school includes public charter schools, public conversion charter schools and Hawaiian Language Immersion programs/schools.

- Students withdrawing to another HIDOE school: CUM folder and contents shall be forwarded to the next school. Cum folders should be "cleaned up" before sending it to the next school. Elementary schools are tasked with cleaning up the elementary CUM folders and create a listing of standardized test scores on a separate sheet, which are sometimes stapled to the CUM folders. Charter schools and Hawaiian language immersion schools must return CUM folder to next DOE school.

- Students withdrawing outside of HIDOE schools: CUM folder is NEVER forwarded to non-HIDOE school, which means a private school, a foreign school or a mainland school. The CUM folder and its contents remain with the releasing school for recordkeeping, per record retention guidelines. Copies may be provided to the next school (i.e. unofficial transcripts, withdrawal form (certificate of release), report card, Form 14 etc.) but discretion advised as some non-HIDOE schools will use unofficial transcripts and not send for request for records for students on homeschool route.

- For more information, contact the Data Governance and Analysis Branch: (808) 218-6791.

STUDENT RECORDS TABLE

Legend: ® = Responsibility of Registrar/Office Assistant	CUMULATIVE FOLDER (FORM 13)	VISI (FORM 12)	HEALTH CARD (FORM 24)	SPED CONFIDENTIAL	504 FOLDER	WITHDRAWAL FORM	GAINS & LOSS REGISTER (FORM 20A)
	Includes: • VISI • Enrollment Form • Legal Documents • Report Cards • Standardized Test Scores Stamp on file, as necessary: • CONFIDENTIAL • 504	Includes sections for: • Grades 6-8 • Grades 9-12 See sample VISI with standardized record placement in Reference Guide	Health Aide in charge of this form	Includes: • IEPs • SPED forms • SPED correspondence	Made by Counselor or SSC (Student Services Coordinator) SSC or Counselor in charge	Form 211 - Certificate of Release (Card 1) & Notice of Enrollment (Card 2) CLEARANCE FORM	
ACTIVE STUDENTS	® • Request student records from previous schools using Notice of Enrollment • Make CUM for students who do not have one	® Make VISI for students who do not have one	Forward to Health Aide	Forward to SPED Dept. or use In-School Procedures	Forward to SSC or Counselor	® Send Notice of Enrollment for new students	® Record new students on Gain Register
WITHDRAWING STUDENTS **To Public School:**	® • Copies given at time of release; Include copy of IEP • Original sent upon receipt of Notice of Enrollment	® • Copies given at time of release • Original sent upon receipt of Notice of Enrollment	® • Copies given at time of release • Original sent at enrollment	SPED Department to forward, or use in-school procedures	SSC or Counselor to forward, or use in-school procedures	® Make Release Packet using Certificate of Release - Form 211	® Record on Loss Register
To Private School:	® (Copies Only) Given at time of release and enrollment	® (Copies Only) Given at time of release and enrollment	® Copy given at release & enrollment	SPED Dept. to send to District Office	SSC or Counselor to send to District Office	® Make Release Packet using Certificate of Release	® Record on Loss Register
To Out-Of-State School:	® (Copies Only) Given at time of release and enrollment	® (Copies Only) Given at time of release and enrollment	® Copy given at release & enrollment	SPED Dept. to send to District Office	SSC or Counselor to send to District Office	® Make Release Packet using Certificate of Release	® Record on Loss Register
INACTIVE STUDENTS • Terminal Grade-level Students • Transfers to Private & Out-of-State Schools • 4140s-Homeschool • Over-age Students	® • Place in Inactive Files • Prepare for microfilming as required (refer to current microfilming memo) • Transcript requests - follow in-school procedures	® Place in CUM. Then, in Inactive File.	® Place in CUM. Then, in Inactive File.	SPED Dept. to send to District Office	SSC or Counselor to send to District Office	® Make Release Packet using Certificate of Release, as needed	® Record on Loss Register

APPENDIX: List of Forms and Documents

Fig. 1

Gains and Loss Registers

- Gains and Loss Registers should be kept by the school office staff for validating daily enrollment count.
- Schools may opt to keep hard copies of Gains and Loss registers.
- Electronic reports from the student information system may also serve as gains/loss registers.
- For example:

Admission

Name	Pupil No.	Gen.	Gr.	Address	Phone	Date	Admission Reason	Previous School
[redacted]	[redacted]	F	06	[redacted]	(702)[redacted]	2011-07-29	From another US state	Heeia Elem School
[redacted]	[redacted]	F	07	[redacted]	(808)[redacted]	2011-07-26	From foreign country	Hokulani Elem School
[redacted]	[redacted]	M	06	[redacted]	()- [redacted]	2011-08-01	From Hawaii private school	St. Patrick
[redacted]	[redacted]	M	07	[redacted]	()- [redacted]	2011-08-01	From Hawaii private school	Assets
[redacted]	[redacted]	M	06	[redacted]	(808)[redacted]	2011-07-29	From another HI public school	Kaimuki Middle School
[redacted]	[redacted]	M	07	[redacted]	(808)[redacted]	2011-09-29	From another HI public school	Anuenue School
[redacted]	[redacted]	M	06	[redacted]	(808)[redacted]	2011-08-03	From another HI public school	Palolo Elem School
[redacted]	[redacted]	F	08	[redacted]	(808)[redacted]	2011-07-29	From another HI public school	Central Middle School
[redacted]	[redacted]	F	07	[redacted]	(808)[redacted]	2011-10-27	From another HI public school	Central Middle School
[redacted]	[redacted]	M	06	[redacted]	(808)[redacted]	2011-08-04	From another HI public school	Kalakaua Middle School
[redacted]	[redacted]	F	08	[redacted]	(808)[redacted]	2011-08-22	From another HI public school	Jarrett Middle School

Withdrawal

Name	Pupil No.	Gen.	Gr.	Address	Phone	Date	Withdrawal Reason	Planned Destination
[redacted]	[redacted]	M	06	[redacted]	(80[redacted]	2011-07-20	Enrolling Private School	
[redacted]	[redacted]	F	07	[redacted]	(80[redacted]	2011-07-11	Enrolling Private School	
[redacted]	[redacted]	F	07	[redacted]	(80[redacted]	2011-08-02	Enrolling Private School	
[redacted]	[redacted]	F	06	[redacted]	()- [redacted]	2011-07-18	Enrolling Private School	
[redacted]	[redacted]	F	07	[redacted]	Un[redacted]	2011-07-01	Enrolling Private School	
[redacted]	[redacted]	M	06	[redacted]	(80[redacted]	2011-08-12	Moved to another State	
[redacted]	[redacted]	M	07	[redacted]	(51[redacted]	2011-07-18	Moved to another State	
[redacted]	[redacted]	F	06	[redacted]	(80[redacted]	2011-10-24	Moved foreign country	
[redacted]	[redacted]	M	06	[redacted]	(80[redacted]	2011-08-12	No Show	
[redacted]	[redacted]	F	06	[redacted]	(80[redacted]	2011-08-02	Home Schooled	

Fig. 2

School Name:	Complex Area:			
STUDENT ENROLLMENT FORM SIS-10W *(Revised)*	Student ID No.	Entry Date	Entry Code	Room
INSTRUCTIONS: PRINT YOUR ENTRIES LEGIBLY	Ethnicity/Race Observed: _____ Initial _____ Date			

STUDENT PERSONAL DATA

Last Name: _____ Gender: ☐ M ☐ F Grade Level: _____

First Name: _____ Birth Date: _____

Middle Initial: _____ Lineage: (Jr, II, III, etc): _____ Verification of DOB: _____

Home Phone: _____ Unlisted: ☐ Yes ☐ No

Residence (Identifiable location required)	Mailing Address (if different from home address)
Number Street Apt. #	Number/P.O. Box # Street Apt. #
City State Zip code	City State Zip code

☐ Not Homeless ☐ Homeless* ☐ Completed MVA Packet

DOE Representative Signature Parent/Legal Guardian Signature

*"Homeless" means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 42 USCS §11302(a)(1)) and includes:

(i) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

(ii) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 USCS §11302(a)(2)(C));

(iii) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle.

If you have any questions regarding the above, please call 1-866-927-7095

PRESCHOOL EXPERIENCE	LAST HAWAII PUBLIC SCHOOL ATTENDED
Preschool Experience ☐ Yes ☐ No If "Yes" – attended: ☐ less than 6 months ☐ between 6 and 12 months ☐ more than 1 year	Name: _____ Last Grade Attended: _____ Year: _____

PRIOR SCHOOL ATTENDED (If not Hawaii Public School)

Name: _____

Address: _____

CITIZENSHIP

Country of Birth: _____ If Country of Birth is other than US, give year of arrival: _____

US Citizen: ☐ Yes ☐ No If not US Citizen, indicate status: Refugee _____ Immigrant _____ Non-Immigrant _____

Continue on next page

LANGUAGE INFORMATION

Language Codes: (Select a letter from the list and fill in the blanks below)

_____ Student's First Acquired Language _____ Language Most Often Spoken at Home _____ Language Most Often Used by Student

A – English	**F** – Cebuano/Visayan	**K** – Vietnamese	**Q** – Fijian	**V** – Pangasinan	**L** – Other (Specify):
B – Cantonese	**G** – Hawaiian	**M** – Chuukese	**R** – Hmong	**W** – Portuguese	_____
C – Mandarin	**H** – Japanese	**N** – Pohnpeian	**S** – Lao	**X** – Spanish	Refer to long list of
D – Ilocano	**I** – Korean	**O** – Cambodian	**T** – Marshallese	**Y** – Thai	languages
E – Tagalog	**J** – Samoan	**P** – Chamorro	**U** – Pampango	**Z** - Tongan	

Please complete ETHNICITY INFORMATION, RACE INFORMATION, and PRIMARY RACE INFORMATION

ETHNICITY INFORMATION

Is the student Hispanic (Ex. Cuban, Mexican, Puerto Rican, Spanish, Other Hispanic)? ☐ Yes ☐ No

RACE INFORMATION

Check ONE or more:

☐ **A** – American Indian or Alaska Native	☐ **E** – Native Hawaiian	☐ **K** – Samoan	☐ **P** – Tongan
☐ **B** – Black	☐ **G** – Japanese	☐ **L** – White	☐ **Q** – Guamanian/Chamorro
☐ **C** – Chinese	☐ **H** – Korean	☐ **N** – Indo-Chinese (Ex. Cambodian, Laotian, Vietnamese)	☐ **R** – Other Asian
☐ **D** – Filipino	☐ **I** – Portuguese	☐ **O** – Micronesian (Ex. Chuukese, Marshallese Pohnpeian,)	☐ **S** – Other Pacific Islander

PRIMARY RACE INFORMATION

What is the student's primary race? (Select only ONE letter from the Race Information section and fill in the blank) _____

☐ I decline to provide ethnicity and/or race information. I understand that if I do not provide this information, a school representative will designate the ethnicity and race categories for my child.

PARENT/GUARDIAN CONTACT INFORMATION

FIRST PARENT/GUARDIAN

Check one: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other (specify): _____ Relation: _____

Marital Status: ☐ Married ☐ Divorced ☐ Separated ☐ Single

Last Name _____ First Name _____ Employer's Name _____

Home Phone # _____ Cellular Phone # _____ Pager # _____ Work Phone # (include ext.) _____

Address (if different from student's) _____ Email Address _____

Custody of Child: ☐ Yes ☐ No Child lives with this contact: ☐ Yes ☐ No

Is this parent/guardian a member of the Armed Services, National Guard or Reserves? ☐ Yes ☐ No

Military Status (check one): ☐ Traditional Reservist / M-Day ☐ Active Duty (Title 10) ☐ Federal Technician (Title 32)

Deployed? ☐ Yes ☐ No

Branch of Service (check one):

☐ Army	☐ Marine	☐ Air National Guard	☐ Navy Reserves
☐ Air Force	☐ Coast Guard	☐ Army Reserves	☐ Marine Reserves
☐ Navy	☐ Army National Guard	☐ Air Force Reserves	☐ Coast Guard Reserves

Continue on next page

Fig. 2 (pg. 3)

PARENT/GUARDIAN CONTACT INFORMATION

SECOND PARENT/GUARDIAN

Check one: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other (specify): _____ Relation: _____

Marital Status: ☐ Married ☐ Divorced ☐ Separated ☐ Single

Last Name _____ First Name _____ Employer's Name _____

Home Phone # _____ Cellular Phone # _____ Pager # _____ Work Phone # (include ext.) _____

Address (if different from student's) _____ Email Address _____

Custody of Child: ☐ Yes ☐ No Child lives with this contact: ☐ Yes ☐ No

Is this parent/guardian a member of the Armed Services, National Guard or Reserves? ☐ Yes ☐ No

Military Status (check one): ☐ Traditional Reservist / M-Day ☐ Active Duty (Title 10) ☐ Federal Technician (Title 32)

Deployed? ☐ Yes ☐ No

Branch of Service (check one):

☐ Army	☐ Marine	☐ Air National Guard	☐ Navy Reserves
☐ Air Force	☐ Coast Guard	☐ Army Reserves	☐ Marine Reserves
☐ Navy	☐ Army National Guard	☐ Air Force Reserves	☐ Coast Guard Reserves

MISCELLANEOUS INFORMATION

Does student's father, mother, or guardian work for the Federal Government or work on Federal Property? ☐ Yes ☐ No

EMERGENCY CONTACT INFORMATION

FIRST

(Person To Notify In Case Of Emergency Other than First or Second Parent/Guardian Contact)

Check one: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other (specify): _____ Relation: _____

Last Name _____ First Name _____ Employer's Name _____

Home Phone # _____ Cellular Phone # _____ Pager # _____ Work Phone # (include ext.) _____

SECOND

(Person To Notify In Case Of Emergency Other than First or Second Parent/Guardian Contact)

Check one: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other (specify): _____ Relation: _____

Last Name _____ First Name _____ Employer's Name _____

Home Phone # _____ Cellular Phone # _____ Pager # _____ Work Phone # (include ext.) _____

Doctor's Name or Clinic Name _____ Office Phone # _____

SCHOOL SUPPLEMENTARY INFORMATION

Other Children In The Family:

Name	Age	Name	Age
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

Parent/Legal Guardian Signature: _____ Date: _____

Fig. 3

MV-1	State of Hawaii Department of Education HOMELESS CONCERNS OFFICE 475 22nd Avenue Room 126 Honolulu, Hawaii 96816 Telephone: 808- 305-9869 Toll Free: 1-866-927-7095 FAX: 808-735-8229	QUESTIONNAIRE TO DETERMINE ELIGIBILITY McKinney-Vento Homeless Assistance Improvements Act ("MVA")	Schools are required to keep a chronological file of completed Questionnaires for each school year.

STUDENT'S NAME: _____ **SCHOOL:** _____

Section 1. Action Requested: *(A copy of this form **must** be attached to each of the following forms.)*
□ Enrollment □ Geographical Exception* □ Exit, Release or Transfer □ Transportation (ONLY when a box in Section 3 is checked)

Section 2. □ **Student / Parent / Legal Guardian IS NOT in a homeless situation**
(*includes living with friends or family due to personal choice*)
If Section 2 is checked, STOP and complete Parent/Legal Guardian signature below; form is complete.

Section 3. Does The Student / Parent / Legal Guardian: *(Check the box that applies – you may be eligible for services)*

- □ Live with friends or family due to economic hardship such as loss of housing or income
- □ Live on the beach, at a campground, in a park, or in a hotel
- □ Live in a tent, car, bus, or other non-permanent structure
- □ Live in a domestic violence shelter: (name) _____
- □ Live in an emergency or transitional shelter: *(Please circle or if your shelter is not listed, please write in the name.)*
  - □ **Kaua`i:** Manaolana, Kuapo, other: _____
  - □ **Hawai`i:** Kihei Pua, Beyond Shelter, Kaloko Transitional, other: _____
  - □ **Maui:** Ho`olanani, Ka Hale A Ke Ola, Ka Hale A Ke Ola - Westside, other: _____
  - □ **O`ahu:** Family Promise, Institute for Human Services (IHS), Loliana, Ohana Ola O Kahumana, Maili Land, Next Step, Vancouver House, Onemalu, Onelauena (Hope for a New Beginning), Pai'olu Kaiaulu (Waianae Civic Center), Weinberg Village Waimanalo, Ulu Ke Kukui, Ka Ohu Hou o Manoa, Lighthouse Shelter, Kahi Kolu Ohana Hale O Wai'anae, other: _____
- □ Have no regular place to stay at night
- □ The student is awaiting foster care
- □ The student is an unaccompanied youth

_____ _____ _____
Parent/Legal Guardian Signature Print Name/Contact Phone No. Date

When any box in **Section 3. "Does The Student/Parent/Legal Guardian:"** is checked, the student may be eligible to receive MVA services. School personnel are to assist the parent, legal guardian or unaccompanied youth with the completion of the reverse side of this form and the McKinney-Vento Act (MVA) School Packet.

_____ _____ _____
DOE Representative's Signature Print Name Date

- *Geographical exceptions apply to MVA eligible students **ONLY WHEN there is a request to have the student attend a school other than the student's school of origin or home school.***

This questionnaire is intended to address the McKinney-Vento Act (42 U.S.C. 11434a(2)).
The answers provided help determine appropriate and comparable MVA services.

All collected information will only be used for the purposes of providing educational services pursuant to the McKinney-Vento Act and is protected by federal and state laws.

MV 1, Rev. 5/2014
RS 14-1885 (Rev. of RS 13-1133)

Fig. 3 (pg.2)

Section 4. Name of School: _____

Student Name: _____ _____Male _____Female

Date of Birth_____/_____/_____Grade_____ Student ID# _ _ _ _ _ _ _ _ _ _

Siblings: (Name, age , school and grade)

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

Section 5. Student is living with friends or family due to economic hardship such as:

_____Loss of Housing _____Loss of Income _____Other:_____

Address:_____City:_____Telephone:_____

Section 6. Student is applying for the following:

_____Free/Reduced-Price Meals _____Transportation to and from school (when feasible) _____Other:_____

NOTE: Services provided will be comparable to services provided to all other students attending this school.

Section 7. Parent or Legal Guardian, please initial agreement to the following:

_____YES. I understand and agree that the Homeless Concerns Liaison may contact me.

_____I will immediately inform the school administrator in writing if any changes occur to this information.

Signature of Parent or Legal Guardian:_____Telephone:_____Date:_____

Section 8. For School Use Only

_____Home School (school within the geographic area of student's current residence)

_____School of Origin (school attended when permanently housed /last school attended)

_____ GE

_____Other_____

PRINT Name of School Representative:_____Title_____

Signature of School Representative: _____Date:_____

By signing above, the school representative acknowledges that the parent or legal guardian has been provided with MVA information and a copy of this form.

Fig. 4

EMERGENCY CARD

(This card needs to be completed every school year.)

Student Address Label

School _____ Date _____

Grade _____ Room _____ Language Spoken at Home _____

Name _____ Sex: M ❑ F ❑ Birthdate ☐☐ ■ ☐☐ ■ ☐☐☐☐
(Last) (First) (Middle Initial) Month Day Year

Home Address _____ Apt. No. _____ City _____ Zip Code _____

Mailing Address _____ Zip Code _____ Child resides with _____

Father's/Legal Guardian's Name _____	Mother's/Legal Guardian's Name _____
Employer _____	Employer _____
Active Duty: Yes ❑ No ❑ Branch of Military Service _____	Active Duty: Yes ❑ No ❑ Branch of Military Service _____
Home Phone _____ Bus. Phone _____	Home Phone _____ Bus. Phone _____
Cellular Phone _____	Cellular Phone _____
E-mail Address _____	E-mail Address _____

EMERGENCY CONTACTS In case child listed above becomes ill or is injured at school and I cannot be contacted, the school authorities have my permission to contact and release my child to the custody of one of the following:

	Name	Relationship	Phone
1.			
2.			

Family Physician _____ Phone _____ Dentist _____ Phone _____

Note: Please complete and sign back of card.

Rev. 4/13, RS 13-1113 (Rev. of 12-1258)

If my child needs to be taken to an emergency facility, he/she will be taken to the nearest one. I give my consent for school authorities to take appropriate action for the safety and welfare of my child.

_____
Parent's/Legal Guardian's Signature

To assure prompt attention to your child, PLEASE NOTIFY SCHOOL OF ANY CHANGE IN PHONE NUMBER OR ADDRESS.

My child has health insurance: ❑ Yes ❑ No If YES, check: ❑ QUEST ❑ Medicaid **OR** ❑ Private
If private, check your plan: ❑ HMSA ❑ Kaiser ❑ Tri-Care ❑ Other _____

- My child receives regular care for the following medical conditions:
  - ❑ No medical condition
  - ❑ Yes. **Please check below:**
    - ❑ Asthma ❑ Chronic Cough/Wheezing ❑ Heart Disease ❑ JRA Arthritis ❑ Sickle Cell Anemia
    - ❑ Behavioral Problems ❑ Diabetes ❑ Hemophilia ❑ Rheumatic Heart ❑ Skin Problems
    - ❑ Cancer/Leukemia ❑ Hearing Problems ❑ Hypertension ❑ Seizures ❑ Vision Problem
    - ❑ **Allergies:** ❑ Bee Sting ❑ Food ❑ Medications ❑ Other _____
      Date and type of last reaction _____
    - ❑ Other Health Concerns: _____
  - ❑ Takes medications (LIST) _____
- Other children:

Name	School	Grade

Department of Education

STUDENT'S HEALTH RECORD

Student Address Label

Name _____ (Last) _____ (First) _____ (Middle Initial)

Female ❑ Male ❑

Preschool: Entry Date ___/___/___
Elementary: Entry Date ___/___/___
Intermediate/Middle: Entry Date ___/___/___
High: Entry Date ___/___/___

Birthdate ☐☐ ■ ☐☐ ■ ☐☐☐☐ (Month, Day, Year)

Parent's Name _____ (Mother/Guardian) _____ (Father/Guardian)

Allergies: _____

Please complete the following sections **(CHECK IF YES)**

MEDICAL STATUS

Allergy (type) ❑	Cancer/Leukemia ❑	Hearing Problems ❑	Hypertension ❑	Seizures ❑	Vision Problem ❑
Asthma ❑	Chronic Cough/Wheezing ❑	Heart Disease ❑	JRA Arthritis ❑	Sickle Cell Anemia ❑	
Behavioral Problems ❑	Diabetes ❑	Hemophilia ❑	Rheumatic Heart ❑	Skin Problems ❑	

PHYSICIAN'S EXAMINATION CODE: N-NORMAL; A-ABNORMAL; C-CORRECTED; R-RECEIVING CARE

Date	Grade	Height	Weight	BMI	Blood Pressure	Vision		Hearing		Eyes	Ears	Nose	Throat	Teeth	Heart	Lungs	Abdomen	Nervous System	Skin	Scoliosis	Extremities	Nutrition	Varicella Immunity Secondary to Disease (DATE)	Reviewed Immunization Record (Check if Yes)	Completed PPD Screening (Check if Yes) See Results Below	Provider's Signature	Provider's Stamp or Printed Name
						R.	L.	R.	L.																		
/ /																							/ /				
/ /																							/ /				

TUBERCULOSIS EXAMINATION
MANTOUX TEST (INTRADERMAL)

Date Given	Date Read	Results (mm)	Physician, APRN, PA, or Clinic
/ /	/ /		
/ /	/ /		

CHEST X-RAY

Date	Results	Location

DENTAL EXAMINATION

Dental Check-Up	/ /

IMMUNIZATIONS (VACCINES, DATES GIVEN: MONTH/DAY/YEAR)

DTaP, DTP, DT, Tdap or Td	Type						
	Date	/ /	/ /	/ /	/ /	/ /	/ /
Polio (IPV or OPV)	Type						
	Date	/ /	/ /	/ /	/ /	/ /	/ /
Hib (*Haemophilus influenzae* type b)	Type						
	Date	/ /	/ /	/ /	/ /	/ /	/ /
Pneumococcal Conjugate	Type						
	Date	/ /	/ /	/ /	/ /	/ /	/ /
Hepatitis B	Type						
	Date	/ /	/ /	/ /	/ /	/ /	/ /
MMR	Date	/ /	/ /	/ /	Varicella	/ /	/ /
Hepatitis A	Date	/ /	/ /				
Other	Type						
	Date	/ /	/ /	/ /	/ /	/ /	/ /
Other	Type						
	Date	/ /	/ /	/ /	/ /	/ /	/ /

Physician, APRN, PA or Clinic _____

***OFFICE USE ONLY** (Rev. 2010)

Fig. 5

Fig. 6

NEIL ABERCROMBIE
GOVERNOR OF HAWAII

LORETTA J. FUDDY, A.C.S.W., M.P.H.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378

October 04, 2012

PUBLIC, JOHN

SAMPLE OF NEW TB CLEARANCE CARD

Dear JOHN PUBLIC,

This is your certificate of the tuberculosis (TB) examination which attests that you are free of communicable TB at this time. This certificate fulfills TB clearance requirements per Hawaii Administrative Rules Title 11, Chapter 164, Department of Health, August 2001.

Should you have any questions, please contact one of the following Hawaii Tuberculosis Control Branch locations.

Hawaii-East:	(808) 974-6025	Hawaii-West:	(808) 322-1500		
Kauai:	(808) 241-3387				
Maui:	(808) 984-8260	Molokai:	(808) 553-3663	Lanai:	(808) 565-7114
Oahu:	(808) 832-5731				

Certified this day by: _____
Richard J. Brostrom, MD-MSPH
Chief, Tuberculosis Control Branch

TB Test Result(s)

Tuberculin Skin Test
Date Given:
Date Read:
Induration:

Chest Radiograph
Date:
Result:

Promoting Lifelong Health and Wellne

STATE OF HAWAII
DEPARTMENT OF HEALTH
Tuberculosis Clearance Certificate

PUBLIC, JOHN
DOB: null
TB Clearance Date:

Fig. 7

HEALTH CENTER CARD

FORM 24, Rev. 2/99, RS 99-0701 (Rev. of RS 82-2729)
State of Hawaii, Department of Education

Name _____ Grade _____ Room _____ Home Phone _____
(Last) (First) (Middle Initial)

Father's/Guardian's Name _____ Business Phone _____

Mother's/Guardian's Name _____ Business Phone _____

Significant History (Allergies, recommendations, etc.) _____

Date Referred	Time	Reason	Disposition of Case	Time	Signature

Fig. 8

STATE OF HAWAII
DEPARTMENT OF EDUCATION
REQUEST TO STORE AND ADMINISTER
EMERGENCY RESCUE MEDICATIONS OR DAILY, ROUTINE, SCHEDULED MEDICATIONS

AT SCHOOL FOR - YEAR

Please complete form in ink.

CHILD'S NAME (Last, First):	BIRTHDATE:	GRADE/ROOM:	BUS. PHONE: Mother: Father:
ADDRESS:	ZIP CODE:	HOME PHONE:	
Please check ( ) child's health insurance plan: QUEST ☐ MEDICAID ☐ CHAMPUS ☐ HMSA-Private ☐ KAISER-Private ☐ OTHER (specify) NONE ☐			

I. PARENT'S / LEGAL GUARDIAN'S REQUEST AND AUTHORIZATION

I, the undersigned, request and authorize the personnel of the Department of Education to administer medication as prescribed by my child's physician. I request and authorize the release of health information between the school, the Public Health Nurse, the prescribing physician, and pharmacist pertinent to my child's condition. I understand that a new request is needed should there be any change to the medication order.

☐ I have read the instructions on the back of this request form.

PARENT/LEGAL GUARDIAN SIGNATURE: _

(type/print)
PARENT/LEGAL GUARDIAN NAME: _

DATE: _

II. PHYSICIAN'S REQUEST

DIAGNOSIS: _ WEIGHT: _

Medication Allergies: _

EMERGENCY RESCUE MEDICATIONS OR DAILY, ROUTINE, SCHEDULED MEDICATIONS:

MEDICATION Name/ Dosage/Route	TIME TO BE GIVEN		Reason(s) Medication Need To Be Given During School Day
EMERGENCY RESCUE MEDICATION: ☐ Epi-Pen Jr, 0.15mg, IM, outer thigh (33-66 lbs) ☐ Epi-Pen, 0.3mg, IM, outer thigh (>66 lbs)	Upon onset of Life-Threatening Symptoms.	SYMPTOMS:	Rescue Medications Action for Epi-Pen: Will be administered once and 911 called. Parent will be immediately notified.
EMERGENCY RESCUE MEDICATION: ☐ Inhaler: _ * Dosage/#puffs	Upon onset of Asthma Symptoms.	SYMPTOMS:	Action for Inhaler: Will be administered once and parent called for pick-up. 911 will be called as needed.
DAILY, ROUTINE, SCHEDULED MEDICATION: (Med, Dose, Frequency)	Time:		

Physician's Signature: _

DATE: _

Physician's Name: _ (type/print)

ADDRESS: _

Telephone: _ FAX: _

Physician Emergency Contact Number: _

Department of Health Public Health Nurse's Recommendation is attached.

Administrator's initial _____ Date _____

SH36,
May 2012, (Formerly Interim DOE/SH36), (Rev. of 06/2011)

SEE ON BACK (Page 1 of 2)

NOTICE TO PARENTS/LEGAL GUARDIANS AND PHYSICIANS

No medication will be stored in school with the exception of those medications given regularly and Epi-Pen, glucagon and emergency inhalers.

1. **Please note: School health aides are not licensed health care providers and are not trained or allowed by State law to perform clinical assessments necessary to determine the need for medication.**

2. **Medications for daily, routine, and/or life threatening conditions may be administered during the school day. Medications should be given at home as much as possible unless there are reasons, provided by the physician, why it must be given during the school day.**

3. **Antibiotics, analgesics and over-the-counter medications will not be administered at school.**

4. **No "as needed" pro re nata (PRN) medications will be administered during the school day.**

5. **Epi-Pen, Glucagon and inhalers, defined as emergency rescue medication, may be administered on an emergency basis.**
   When Epi-Pen or Glucagon is administered, parent/legal guardian and 911 will be notified. The school will defer to Emergency Medical Service (EMS) personnel with respect as to whether transport to medical facility is needed. If EMS personnel determines that transport to a medical facility is not needed, the parent/legal guardian will be informed to pick up the student.

   When emergency inhalers are administered, parent/legal guardian will be notified to pick up the student.

6. **No medication will be administered by the authorized DOE personnel without the completion of this form, SH36, May 2012, and prior review by an authorized Department of Health Public Health Nurse (PHN).**
   a. Parent/Legal Guardian must complete Section 1, Parent's Request and Authorization.
   b. The completed form should be submitted to the School Health Aide at the school.
   c. Physician must complete Section II, Physician's Request.

7. In order to be administered in school, the medication must:
   a. Be dispensed by a pharmacist in accordance with HAR §328-16 (10).
   b. Be in a container/vial labeled **"FOR SCHOOL USE."**
   c. Include the name of the student, name of the medication, dosage, strength, time of administration, and name of prescribing physician. The instructions on the container must state, **"FOR SCHOOL USE."**

8. Parent/Legal Guardian is responsible for providing an appropriately labeled supply of medication and a recent photo of their child to the Health Room at school. This should be coordinated with the school health aide, child's teacher(s) and school principal.

9. Should there be any change in medication order(s) by the physician, a new "Request for Administration of Medication in School" (SH36 May, 2012) must be submitted and reviewed. The form may be sent to school with the new container/vial of medication to reflect the new order(s).

10. If the School Health Aide is not on duty or if your child is off campus, **NO MEDICATION WILL BE GIVEN FOR THAT DAY unless prior arrangement has been made between parent/legal guardian and school.**

11. This form is good only for the current school year and will need to be renewed yearly. Parents/legal guardians are responsible for submitting requests for the following school year.

Fig. 9

STUDENT DEMOGRAPHIC CHANGE FORM

SIS-11

Student Name: _____ Grade: _____ DOB: _____

Last First M.I.

Parent/Legal Guardian Signature:

_____ Date: _____

PLEASE COMPLETE ONLY THE ITEMS YOU WOULD LIKE TO HAVE CORRECTED:

Home Address: Home Phone:

_____ Number _____

Street Apt. #

_____ City

State Zip Code

Mailing Address (if different from above):

_____

Number/PO Box Street Apt. #

_____

City State Zip Code

Doctor:_____

Phone: _____

Parent/Guardian Contact Information: (circle one) Mr. Mrs. Ms.

_____ _____

Last Name First Name M. I. Employer

_____ _____ _____

_____ Home Phone # Pager # Work Phone

Cellular Phone #

_____ Address

(if different from student's)

Parent/Guardian Contact Information: (circle one) Mr. Mrs. Ms.

_____ _____

Last Name First Name M. I. Employer

_____ _____ _____ _____

Home Phone # Cellular Phone # Pager # **Work Phone**

_____

Address (if different from student's)

Emergency Contact Information: (circle one) Mr. Mrs. Ms.

_____ _____

Last Name First Name Employer

_____ _____ _____ _____

Home Phone # Cellular Phone # Pager # Work Phone

Other (additional changes not listed above): _____ Not for updating student languages.

For Office Use Only: SIS # _____ Pupil # _____

Date Rec'd: _____ Date Entered: _____ File in Cumulative Folder

SIS-11 05/12 IRMB

Fig. 10

Attachment 1

CAREGIVER CONSENT AFFIDAVIT
Department of Education
State of Hawaii

(Print Name of Caregiver) _____,
being duly sworn upon oath, deposes, and says:

1. I reside at the following address: _____
2. My Hawaii Driver's License number is: _____, or

   My State Identification number is: _____
3. My Home Telephone number is: _____
4. My Date of Birth is: _____
5. I am the caregiver for (Name of Minor): _____
   a. Minor's birth date is: _____
   b. Check one only (√):

      ____ I am a relative (by blood, marriage, or adoption) of the minor who resides with me.

      Describe relationship: _____

      ____ I am not a relative of the minor but the minor has been residing with me consistently for at least the past six months.
   c. The minor has resided with me continuously from _____
   d. Name of minor's parent/guardian/legal custodian: _____
6. Check one only (√):

   _____ The minor's parent/guardian/legal custodian has authorized me to provide consent(s) needed for the minor to enroll in or withdraw from school and/or to participate in curricular or co-curricular school activities. A copy of the signed "Parent/Guardian/ Legal Custodian Authorization for Caregiver Consent" is attached hereto.

   _____ I am unable to obtain the signature of the minor's parent, guardian or legal custodian authorizing me to provide consent(s) needed for the minor to enroll in or withdraw from school, and/or to participate in curricular and co-curricular school activities.

   I made the following attempts (include dates/times of attempts made) to obtain the signature of the minor's parent, guardian, or legal custodian authorizing me to provide consent(s) needed for the minor to enroll in or withdraw from school, and/or to participate in curricular and co-curricular school activities (use separate sheet of paper if necessary):

   _____

   _____

   _____

   _____
7. I have notified the Child Welfare Services (CWS) Division of the Department of Human Services that the minor resides with me due to abuse or neglect perpetuated by the minor's parent, guardian, or legal custodian.

   Check one only (√):

   _____ This does not apply.

   _____ This does apply. I notified _____
   (Name of CWS Social Worker)

   on _____
   (Date)

8. I understand that this affidavit does not authorize me to consent or make decisions for the minor for programs, services, and/or placement under the Individuals with Disabilities Education Act (DOE Chapter 60) or Section 504 of the Rehabilitation Act of 1973 (DOE Chapter 61).

9. I understand that this declaration does not affect the rights of the minor's parent, guardian, or legal custodian regarding the care, custody, and control of the minor, and does not give the caregiver legal custody of the minor.

10. I understand that the minor's parent, guardian, or legal custodian may rescind my authority under this *Caregiver Consent Affidavit* at any time by notifying the principal of the minor's school in writing.

11. I will immediately notify school officials if the minor no longer resides with me and I understand that this Caregiver Consent Affidavit will be deemed immediately revoked if the minor is not residing with me.

12. I attest that the information that I have provided is true and accurate and that the minor is not residing with me for the purposes of (1) attending a particular school; (2) circumventing the Department of Education's geographic exception process; (3) participating in athletics at a particular school; or (4) taking advantage of special services or programs offered at a particular school.

13. I further understand that this affidavit for caregiver consent shall constitute sufficient basis for determination of residency of a minor, unless the school determines from actual facts that the minor is not living with the caregiver. The school may require additional evidence that the caregiver lives at the address provided in the affidavit.

14. Any person who relies in good faith on this Caregiver Consent Affidavit has no obligation to conduct any further inquiry or investigation.

15. No person who relies in good faith on this Caregiver Consent Affidavit shall be subject to civil or criminal liability or to professional disciplinary action because of that reliance. *(Hawaii Revised Statutes §302A-482)*

16. I understand that if I have made false claims or statements in this affidavit, I am subject to penalties under Part V of Chapter 710, Hawaii Revised Statutes, and that the minor may be subject to immediate transfer to the minor's home school.

17. I understand that the school may require additional information related to this affidavit.

Further affiant sayeth naught.

_____
(Signature of Caregiver Affiant)

Subscribed and sworn to before me

this _____ day of _____, 20 _____.

_____
(Signature)

_____
(Print Name)

Notary Public, State of Hawaii

My commission expires: _____

Fig. 11

PARENT, GUARDIAN, LEGAL CUSTODIAN AUTHORIZATION FOR CAREGIVER CONSENT
Department of Education
State of Hawaii

I, (Print Name) _____, being duly sworn upon oath, deposes and says:

1. I reside at the following address: _____
2. My birth date is: _____
3. I am: Check one only (√)

   _____ parent _____ guardian _____ legal custodian

   for _____, _____
   (Full Name of Minor) (Birth date)

4. I authorize the following individual, with whom my minor child resides, to provide any necessary consent(s) needed for enrollment in/withdrawal from school and participation in curricular and co-curricular school activities:

   Name of Caregiver: _____

   Birth Date of Caregiver: _____

   Address of Caregiver: _____

   Describe your relationship to the Caregiver, if any: _____

   Date minor began living with the Caregiver: _____

5. I will immediately notify the principal of my minor child's school in writing if (a) I wish to rescind the above-identified caregiver's authority to provide consent(s) for my minor child, or (b) my minor child ceases to reside with the caregiver.
6. I understand that I have given the above identified caregiver my authorization to consent to my minor child's enrollment into or withdrawal from school and participation in curricular and co-curricular school activities except where may be prohibited by law.
7. Any person who relies in good faith on this affidavit has no obligation to conduct any further inquiry or investigation.
8. No person who relies in good faith on this affidavit shall be subject to civil or criminal liability or to professional disciplinary action because of that reliance. *(Hawaii Revised Statutes §302A-482)*
9. I understand that if I have made false claims or statements in this affidavit, I may be subject to penalties under Part V of Chapter 710, Hawaii Revised Statutes, and that the minor may be subject to immediate transfer to the minor's home school.

_____
(Signature of Parent, Guardian, Legal Custodian)

Subscribed and sworn to before me

this _____ day of _____, 20_____

_____
(Signature)

_____
(Print Name)

Notary Public, State of Hawaii
My commission expires: _____

Fig. 12

SIS-10W Long List of Languages

List of Languages	List of Languages	List of Languages
Afrikaans	Hebrew	Pingelapese
Albanian	Hiligaynon (Ilonggo)	Pohnpeian
American Sign Language	Hindi	Polish
Arabic	Hmong	Portuguese
Armenian	Hungarian	Punjabi
Bengali	Icelandic	Romanian
Bikol	Ilokano	Russian
Burmese	Indonesian	Samoan
Cambodian	Italian	Satawalese
Cantonese	Japanese	Serbian
Carolinian	Korean	Serbo-Croatian
Cayuga	Kosraean	Singhalese
Cebuano/Visayan	Lao	Slovak
Chamorro	Lithuanian	Slovanian
Chavacano	Macedonian	Spanish
Chuukese	Malay	Sri Lankan Creole Malay
Cree	Maltese	Swahili (Macrolanguage)
Croatian	Mandarin	Swedish
Czech	Maori	Tagalog
Danish	Marshallese	Tahitian
Dutch	Min Bei	Tamil
English	Min Nan Chinese	Telungu
Estonian	Mohawk	Thai
Fijian	Mokilese	Tokelau
Finnish	Mongolian	Tongan
French	Mortlockese	Turkish
Gaelic	Nauru	Twi
German	Nepali	Uighur
Gilbertese	Norwegian	Ukrainian
Greek	Ojibway	Ulithian
Gujarati	Palauan	Urdu
Hakka Chinese	Paluan	Vietnamese
Halang	Pampango	Woleaian
Hawaiian	Pangasinan	Yapese
	Persian	Yogad

Write the language on lines provided on the Student Enrollment Form

SIS-10W Rev 05/12 IRMB

Fig. 13

BENJAMIN J. CAYETANO
GOVERNOR

SUSAN M. CHANDLER, M.S.W., Ph.D
DIRECTOR

ELIZABETH KENT
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(UNIT ADDRESS)

DHS Authorization to Request Withdrawing / Enrolling A Foster Child From / Into School

Date of Request: _____ FAX to: _____

To: _____ School, Attn: Principal

The Department of Human Services is the foster custodian, guardian, or permanent Custodian (circle one) of the named student effective: _____.

Please withdraw and/or enroll the student as specified below:

Student: _____ Birthdate: _____

_____ Withdraw from _____ School

_____ Enroll into _____ School

Name of Social Worker: _____ Phone: _____

Signature of Social Worker: _____

Name of Supervisor: _____ Phone: _____

Signature of Supervisor: _____

The following person will pick-up and transport the student:

Name: _____ DHS Position: _____

Name: _____, Foster parent.

If there are any questions or concerns, please contact the social worker.

Distribution: FAX form & photocopy of the social worker's DHS ID badge to School Principal.
Mail original form to School principal the same day the FAX is sent.
File copy of form in child's case record.

DHS 1541 (exp.)

AN EQUAL OPPORTUNITY AGENCY

Fig. 14

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

GEOGRAPHIC EXCEPTION REQUEST FORM CHP 13-1

(Revised December 2014)

THE GEOGRAPHIC EXCEPTION FORM DOES NOT APPLY TO HOMELESS STUDENTS UNLESS the request is for a student to attend a school other than the school of origin or home school.

SECTION I – To be completed by parent/legal guardian of student and submitted to the Home School if the student is new to the D.O.E. or to the current school where the student is currently enrolled. Submit to the Principal with a self-addressed, stamped envelope attached to each Geographic Exception Request Form.

Requesting Geographic Exception to Attend: For School Year _____ - _____

Name of School _____ For Grade Level _____

1. Student's Legal Name _____
   Last *First* *Middle Initial*
2. Birth Date ____ /____ /____ (*mm dd yy*) Gender ❑ Male ❑ Female
3. Current School _____ Current Grade Level _____
4. Residential Address _____
   City _____ State _____ Zip Code _____
5. Requester's Name _____
   Address _____
   City _____ State _____ Zip Code _____
   Phone: (H) _____ (Bus) _____ (Cell) _____
   Email _____
   ❑ Parent ❑ Guardian ❑ 18-year-old student

FOR SCHOOL USE ONLY
Student ID# (10 Digits) |_|_|_|_|_|_|_|_|_|_|
Home School Code |_|_|_|
Current School Code |_|_|_|
Receiving School Code |_|_|_|
Date of Approval or Denial
____ /____ /____ (*mm dd yy*)

6. Indicate reason for requesting a Geographic Exception (Check 1 item and/or briefly explain)
   a. ❑ Physical residence b. ❑ Sibling at same school c. ❑ Child of school staff member
   d. ❑ Program of study (describe) _____
   e. ❑ Other (describe) _____

I understand that falsification of information will be grounds for denial and/or rescinding of this Geographic Exception Request (Hawaii Revised Statutes (HRS) §710-1063).

Signature _____ Date ____ /____ /____ (*mm dd yy*)

SECTION II – To be completed by the public school the child is currently attending OR the Home School for the incoming kindergarten and new students to the HIDOE system.

School _____ Date Stamp Receipt of Application _____

❑ Proof of Residence Document Reviewed

List of information regarding special student accommodations (if applicable) _____

Home/Current School Authorized Official Signature _____ Date ____ /____ /____ (*mm dd yy*)

SECTION III – To be completed by the Receiving School **Lottery Number** _____

❑ **APPROVED G.E.** - To begin on: ____ /____ /____ (*mm dd yy*) School Name _____

❑ **DENIED G.E.** - Filled to capacity

Receiving School Authorized Official Signature _____ Date ____ / ____ /____ (*mm dd yy*)

Request for Review of Denial may be made within ten (10) business days of the postmark date of this notice to the Complex Area Superintendent (CAS) by submitting Form CHP 13-2. The decision made by the CAS is final.

DISTRIBUTION: WHITE-(Approved) or (Denied)-Receiving School; CANARY-Requester; PINK-Receiving School Complex Area Superintendent; GOLDENROD-Home School Principal

If Form was downloaded from Website: Colored paper is **NOT** required for DISTRIBUTION copies.

FORM CHP 13-1, Rev. 12/14, RS 15-0623 (Rev. of RS 13-0857)

Fig. 15 - Card 1/2

STUDENT'S CERTIFICATE OF RELEASE

Student I.D. _____ Date Released _____ (Month Day Year)

NAME _____ Sex M☐ F☐ Birthdate _____

Is released to _____ School Grade _____ School Year _____

Because of _____ Request of _____

New Address _____ New Phone No. _____

School Insurance: Yes ☐ No ☐ Lunch Subsidy: _____ Special Ed. Handicapped _____ SLEP Yes ☐ No ☐

LATEST TEST SCORES BY STANINE

Elementary:

Stanford Achievement

Level: _____ Date given: _____

Rdg. _____ Math _____ Lang. _____

Other:

Title, Level, Date Given

_____

Scores:

Reading Skills Level

Math Skills Level _____ HEP Level _____

Chapter 1: Yes ☐ No ☐ Essential Comptency Certified: Yes ☐ No ☐

Secondary

DAT V _____ N _____ Date _____

Stan. Rdg. ____ Math ____ Lang. ____ Date _____

or

TASK Rdg. ____ Eng. ____ Math ____ Date _____

Subjects now taking and grades to date:

English _____ ____ _____ ____

_____ ____ _____ ____

_____ ____ _____ ____

_____ ____ _____ ____

SPECIAL NOTATIONS

(Health, Gifted, Outstanding Obligations, etc.) _____

Signed _____

School & Address:

RECORDS RECEIVED:

Form 13 ____ (Date) Form 12 ____ (Date) Form 14 ____ (Date) Form 24 ____ (Date)

Spec. Ed Confid. Record ____ (Date) SIS-11 ____ (Date) VISI ____ (Date) Other ____ (Date)

FORM 211 (Rev. 3/85) CARD NO. 1 DEPARTMENT OF EDUCATION STATE OF HAWAII

- -

NOTICE OF ENROLLMENT

Date _____ (Month Day Year)

This is to certify that as of _____ 20____ Student _____

Grade _____ was enrolled/registered at our school. School Name & Address:

PLEASE SEND ALL RECORDS AS SOON AS POSSIBLE.

Signed _____ (Principal/Registrar)

Remarks _____

Must be signed for transfers to private/mainland/other schools. Does not apply to transfers among Hawaii public schools.

I hereby give consent for the transfer of educational records of _____

to _____ (School)

_____ (Parent/Guardian/Custodian/Eligible Student (18 yrs. or older))

_____ (New Address) _____ (New Telephone)

_____ (City State Zip) _____ (Date)

NOTE: Fold on perforation Card 1 & 2 and staple at each side of top. Give both cards to child or parent to be presented at school of entry. Card No. 2 should be mailed back to school of origin as authorization for sending records. School of origin should record transfer on Card No. 3 and retain Card No. 2 for enrollment audit purposes.

FORM 211 (REV. 3/85) CARD NO. 2 DEPARTMENT OF EDUCATION STATE OF HAWAII

Fig. 15 - Card 3

RECORD OF STUDENT RELEASE
(School File)

Date _____ Month Day Year

NAME _____ Sex M☐ F☐ Birthdate _____

Present School _____ School Grade _____ School Year _____ - _____

Released to _____ School on _____ Month Day Year

_____ New Address Reason _____

_____ City State Zip _____ New Telephone Request of _____

Records Sent to (School & Address) _____

Sent: Form 13 _____ Date Form 12 _____ Date Form 14 _____ Date Form 24 _____ Date Spec. Ed. Confid. Record _____ Date

SIS-11 _____ Date VISI _____ Date Student's Schedule _____ Date Recent Report Card _____ Date

Other (Specify) _____ _____ Date _____ _____ Date

FORM 211 (Rev. 3/85) **CARD NO. 3** DEPARTMENT OF EDUCATION STATE OF HAWAII

Fig. 16

Form 12 - VISI/OFFICIAL TRANSCRIPT Grades 9-12

9	1st SEMESTER			2nd SEMESTER			YR.	CREDIT
	1Q	2Q	SEM	3Q	4Q	SEM		

10	1st SEMESTER			2nd SEMESTER			YR.	CREDIT
	1Q	2Q	SEM	3Q	4Q	SEM		

11	1st SEMESTER			2nd SEMESTER			YR.	CREDIT
	1Q	2Q	SEM	3Q	4Q	SEM		

12	1st SEMESTER			2nd SEMESTER			YR.	CREDIT
	1Q	2Q	SEM	3Q	4Q	SEM		

ABILITY GROUPING:
H = HONORS
X = HIGH LEVEL
Y = MID-LEVEL
Z = LOW LEVEL

SPECIAL GROUPING:
G = GIFTED/TALENTED
J = LIMITED ENGLISH
S = SPECIAL ED.
R = SPECIAL ED. (Certificate)
T = ECONOMIC DISADV.
U = ACADEMIC DISADV.

DRIVER'S ED. PASSED
DATE _____

ESSENTIAL COMP.

RANK | NO. IN CLA

DIPLOMA NUMBER

GRADUATION DATE

DEPARTMENT
OF EDUCATION
STATE OF HAWAII
ACCREDITED BY THE
WESTERN ASSOCIATION
SCHOOLS AND COLLEGE
EXPLANATION OF GRAD
AND GRADE POINTS
A - 4 - EXCELLENT
B - 3 - GOOD
C - 2 - SATISFACTOR
D - 1 - POOR
F - 0 - FAILURE
I - INCOMPLETE
U - UNSATISFACTORY
S - SATISFACTORY
N - NO MARK
W - WITHDRAWAL

ADVANCED PLACEMENT
A = 5 D = 2
B = 4 F = 0
C = 3

FORM 12 (Rev. 1/96) Secondary Cumulative Record Form (6-12) Department of Education, State of Hawaii

Fig. 17

Form 12 - VISI/OFFICIAL TRANSCRIPT GRADES 6-8

DATE PROMOTED TO GRADE 9

ABILITY GROUPING:
H = HONORS
X = HIGH LEVEL
Y = MID-LEVEL
Z = LOW LEVEL

SPECIAL GROUPING:
G = GIFTED/TALENTED
J = LIMITED ENGLISH
S = SPECIAL ED
R = FOREIGN
T = ECONOMIC DISADV
U = ACADEMIC DISADV

DEPARTMENT OF EDUCATION
STATE OF TENNESSEE
ACCEPTED BY THE
NATIONAL ASSOCIATION OF
SECONDARY SCHOOL PRINCIPALS
EVALUATION OF GRADES
A - 1 - EXCELLENT
B - 2 - GOOD
C - 3 - SATISFACTORY
D - 4 - FAIR
E - 5 - FAILURE
F - 6 - UNSATISFACTORY
U - 7 - UNSATISFACTORY
L - 8 - SATISFACTORY
I - 9 - INCOMPLETE
W - WITHDRAWAL

6	Yr.	Identifier	Yr.	Identifier	Yr.	Credits

7	Yr.	Identifier	Yr.	Identifier	Yr.	Credits

8	Yr.	Identifier	Yr.	Identifier	Yr.	Credits

DATE	TRANSCRIPTS SENT TO:	DATE	TRANSCRIPTS SENT TO:

TEST DATA GRADES 6-8

MIDDLE/INTERMEDIATE TEST SCORES

PSAT SCORES

CREDIT BY EXAM – 0 CREDIT

Fig. 18

Form 12 - VISI/OFFICIAL TRANSCRIPT GRADES 9-12

TEST DATA **GRADES 9-12 ONLY**

HSTEC SCORES

SAT/ACT/ANY OTHER TEST SCORES

Fig. 19

HAWAI'I DEPT. OF EDUCATION
STUDENT TRANSPORTATION SERVICES BRANCH

FORM ST-70

SCHOOL USE ONLY:	BUS CO. USE ONLY:
Student qualifies for free pass: ☐Y ☐N	Name _____
Stud. ID _____ Date: _____	_____
Reviewer's signature: _____	Route No.: _____
Reviewer's school: _____	Trip: _____

SY 2014-2015 APPLICATION FOR STUDENT TO RIDE SCHOOL BUS

Please complete all parts of this form. Submit a separate form for each child to the bus driver or school office.

IMPORTANT DISCLAIMERS (please read): I hereby acknowledge that the Hawaii Department of Education (DOE) has a firm "No Refund" policy on all school bus pass purchases. I agree to comply with the policies and procedures of the DOE's Student Transportation Services Program as set forth in Title 8 of the Hawaii Administrative Rules. When applicable, I authorize the DOE's Student Transportation Services Branch to verify my child's free lunch status with the School Food Services Branch. **Parent/Guardian signature:** x_____ **Date:** _____

PART I: Student Information (must fill out completely).

Select "Home School" if the student lives within the school's attendance area, if not select "School of Origin."

School name: _____ ☐Home School ☐School of Origin

Student's legal name: _____ Grade: _____
Last name *First name* *MI*

Home address: _____
Street no. *Street name* *Apt. no.* *City* *Zip code*

Parent/Guardian: _____ Contact phone: _____
Last name *First name*

PART II: Bus Service and Payment Plan Selection (Please complete Parts A & B).

REMINDER: The DOE has a firm NO REFUND policy on ALL bus pass purchases.

A. Service Plan (choose ONE of the following):

☐ ROUND TRIP
Home to school; school to home; same route

☐ MORNING ONLY
Home to school only

☐ AFTERNOON ONLY
School to home only

B. Payment Plan (choose ONE of the following):

ANNUAL	☐ Round trip	$270.00
	☐ One way:	$135.00
QUARTERLY	☐ Round trip	$72.00
	☐ One way:	$36.00
COUPONS	☐ Sheet of 10:	$12.50 /sheet
FREE	☐ Must apply below (Part III)	

PART III: Complete this section ONLY if applying for FREE bus transportation.

Your child may be eligible for a free bus pass if they qualify for one or more of the following. Please check all that apply.

☐ **Receives free meal.**

☐ **Foster Child.**

☐ **Directed by District to enroll at a GE school.**

☐ **Student has 3 or more older siblings who pay for their bus passes:**

Name: _____
School: _____

Name: _____
School: _____

Name: _____
School: _____

☐ **Homeless *(McKinney-Vento Act).* ***

** "Homeless" means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 42 USCS §11302(a)(1)) and includes:*

(i) Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) Children and youth who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 USCS §11302(a)(2)(C));

(iii) Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing; bus or train stations or similar settings; and

(iv) Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle.

Fig. 20

STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
STUDENT TRANSPORTATION SERVICES

REQUEST FOR STUDENT TO RIDE SCHOOL BUS ON A SPACE AVAILABLE BASIS

INSTRUCTIONS:

- **PARENT** Complete and return this form to school.
- **SCHOOL** Recommend action if appropriate and submit original to local DOE Student Transportation Services Office
- **STSB** Approve or disapprove request and forward copy to school.

PARENT USE:

Name of Parent/Guardian: _____ Phone: _____

Residential Address: _____

Name of Student: _____ School: _____ Age: ____

Request to ride the regular school bus on a space available basis because (Check applicable section):

- ❑ Student resides less than the minimum qualifying distance from school
- ❑ Student is enrolled on a Geographic Exception
- ❑ Student desires transportation other than to and/or from residence: (Must fill in both lines)

  Location of morning pick-up: _____

  Location of afternoon drop off: _____

- ❑ Other

Reason(s) why request should be granted: (Attach note for further explanation, if necessary)

Duration: Starting and ending dates (Not longer than current school year) _____

I understand that the approval of this request is predicated on the availability of space and no additional cost involved. I acknowledge that the service may be terminated by the Department at any time.

_____ Signature of Parent/Guardian _____ Date

SCHOOL RECOMMENDATION OR COMMENT:

_____ Signature of Principal _____ Date

STSB USE:

- ❑ **Approved** because space is available.
- ❑ **Disapproved** because space is NOT available.

_____ Signature of Student Transportation Officer _____ Date

CS-101, Rev. 5/11, RS 11-1373 (Rev. of RS 08-0786)

Fig. 21

Application # _____
(For SFSB use only)

School Year 2014-2015 Free and Reduced-Price School Meals Family Application

ONE Application Per Household! Apply at **EZMEALAPP.COM** OR fill out a paper application (use ink and print neatly).
If you submit an online application, a paper application is not required.

PART 1. STUDENTS: List students currently enrolled at State of Hawaii DOE (Department of Education) schools. (Use another sheet of paper for additional students.) Charter school, Private school and College students should only be listed in Part 4.

Print legal names of students: (First Middle Initial Last)	Check box if Court Ordered Foster Child*	Date of Birth M M D D Y Y	Grade	School Code (See Reverse)
1.	☐			
2.	☐			
3.	☐			
4.	☐			
5.	☐			
6.	☐			

*Check "Foster Child" only if by court order (subject to verification). If all students listed in Part 1 are foster children, skip to Part 5.

PART 2. BENEFITS: If any member of your household receives Hawaii SNAP or Hawaii TANF Cash Assistance, provide the name of the person receiving the benefit and the 8-digit case number, then skip to Part 5. If no one receives these benefits, skip to Part 3.

Name _____ Case Number ☐☐☐☐☐☐☐☐

PART 3. IF ANY STUDENT IS HOMELESS, MIGRANT, OR RUNAWAY: Complete Parts 4, 5, and 6. Contact the school for more information.

PART 4. HOUSEHOLD MEMBERS AND GROSS INCOME: (Gross income is income BEFORE taxes and deductions).

A. NAME: (Print names of all household members including students in Part 1)	B. Check box if an ADULT	C. Check box if Adult or Child has No Income	D. Enter Income and How Often it is received. Please choose from the following: W = Weekly, BW = Every Other Week, M = Monthly, 2x = Twice a Month, A = Annual							
			D-1. Gross Earnings from work before taxes or deductions	How Often	D-2. Welfare, Child Support, Alimony	How Often	D-3. Pensions, Retirement, Social Security, VA Benefits	How Often	D-4. Any Other Income	How Often
1.	☐	☐	$		$		$		$	
2.	☐	☐	$		$		$		$	
3.	☐	☐	$		$		$		$	
4.	☐	☐	$		$		$		$	
5.	☐	☐	$		$		$		$	
6.	☐	☐	$		$		$		$	
7.	☐	☐	$		$		$		$	
8.	☐	☐	$		$		$		$	
9.	☐	☐	$		$		$		$	
10.	☐	☐	$		$		$		$	
11.	☐	☐	$		$		$		$	

PART 5. SIGNATURE: Adult must sign. If Part 4 is completed, enter the last four digits of your Social Security Number. If you do not have a Social Security Number, place a check mark in the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the DOE will get Federal funds base on the information I give. I understand that DOE officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Adult Signature _____ Date _____

Print Name _____ Email Address _____

Address _____ Phone Number _____

City _____ State _____ Zip Code _____

Last four digits of Social Security Number ***-**-☐☐☐☐ ☐ I do not have a Social Security Number

PART 6. Student's Ethnic and Racial Identities (Optional)

Choose one ethnicity:	*Choose one or more (regardless of ethnicity)*		
☐ Hispanic/Latino	☐ Asian	☐ American Indian or Alaska Native	☐ Black or African American
☐ Not Hispanic/Latino	☐ White	☐ Native Hawaiian or other Pacific Islander	

School Food Services will NOT be able to process incomplete applications
Send this application to the school where your child is enrolled or mail to:
School Food Services Branch, 1108 Koko Head Avenue, Honolulu, Hawaii 96816

Fig. 22

STATE OF HAWAI`I DEPARTMENT OF EDUCATION	REQUEST FOR EVALUATION (For Educational and Related Services from Age 3 to 20)

Name of Child (Last, First, Middle):				
Date of Birth:	Age:	Male ___ Female ___	Grade:	Student's ID number:
Current School or Program:				
Child's Home Address:				
Name of Father or Legal Guardian:	Home Phone:	Message Phone:	Emergency Phone:	
Name of Mother or Legal Guardian:	Home Phone:	Message Phone:	Emergency Phone:	
Name of Requester:	Relationship to this Child:			
Mailing Address of Requester:	Home Phone:	Business Phone:	Fax Number:	
Language Most Often Used by Child:	Language Most Often Used at Home:			

Reason for Request: Please check area(s) of concern and attach any additional information.

___ Academic ___ Behavior ___ Fine Motor ___ Gross Motor
___ Health ___ Hearing ___ Speech/Language ___ Vision
___ Other:

Comments:

If parent/guardian requires special accommodations (e.g. language interpretation) to attend/participate in meetings, please describe:

_____ _____
Signature of Requester Date

***NOTE**: Please submit this request to a public school or Department of Education office.*

FOR AGENCY USE ONLY:

Date the Department of Education first received this request: _____ _____
Initials

ATTACHMENT: Procedural Safeguards Notice (Parent & Student Rights in Special Education and Rights of Parents and Students, Section 504/Chapter 53)

DISTRIBUTION: School, Parent, District

OCISS Form 101 Rev. 03/02
Request for Evaluation

Fig. 23

Form 13A

TRACER CARD (Elementary)

Name _____ ID # _____ Telephone _____

Address 1st _____

Contact 2nd _____ Address _____

Contact 3rd _____ Address _____

Contact _____ Address _____

Enrolled Date _____ Grade _____ Former School _____

Date of Birth _____ Sex _____ Grade at Time of Leaving _____

Transferred _____
Date School

Year	Rm. No.	Teacher	Year	Rm. No.	Teacher

Fig. 24

OCISS Form 4140, Rev. 8/11

State of Hawaii DEPARTMENT OF EDUCATION Office of Curriculum, Instruction and Student Support P.O. Box 2360 Honolulu, Hawaii 96804	**EXCEPTIONS TO COMPULSORY EDUCATION**

STUDENT _____ Student I.D. No. _____ Birth Date _____ Age___
Last First Middle

Telephone Number _____ Address _____
Street City Zip

School _____ Complex Area _____ Grade _____

A. I hereby request that the above named child be withdrawn from school for the _____ school year in accordance with HRS §302A-1132.

Father/Guardian _____ _____ _____
(print or type name) Signature Date

Mother/Guardian _____ _____ _____
(print or type name) Signature Date

B. Indicate with an "X" the reason for withdrawal. Choose one (1) option.

	PHYSICAL OR MENTAL REASON(S) Attach certificate of duly licensed physician.
	SUITABLE EMPLOYMENT After age 15. Attach verification of minor's employment status.
	FAMILY COURT Attach verification.
	HOMESCHOOLING The above named child will be homeschooled from _____(Date)
	ALTERNATIVE EDUCATION Attach professional staff qualifications and child's instructional program. Program Name and Address_____ Phone _____

Approval (Page 1 of the original sent to parents and copy filed at the school of record.)

Principal	Complex Area Superintendent
_____ Approval Recommended _____ Approval Not Recommended _____Acknowledged	_____ Approval Recommended _____ Approval Not Recommended _____Acknowledged
Signature	Signature
Date	Date

Fig. 25

:IL ABERCROMBIE
GOVERNOR

KATHRYN S. MATAYOSH
SUPERINTENDENT

STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

=FICE OF THE SUPERINTENDENT

July 15, 2014

Dear Parent or Guardian,

The McKinney-Vento Homeless Assistance Act (MVA) ensures that students eligible for MVA services have equal access to the same appropriate public education that is provided to students who are not eligible for MVA services. Students who are eligible for MVA services have the right to attend the school in the geographic area where they live or the school of origin, if feasible. The school of origin is the school attended by the child or youth when he or she was permanently housed or the school in which the child or youth was last enrolled.

This letter is written to inform parents and guardians of students who were eligible for MVA services between October 1, 2005 and June 26, 2008, of the right to have the student transfer when feasible to a school previously attended during that time period ("previous school of attendance") if the following criteria are met:

1. the student is <u>or</u> was homeless between October 1, 2005 and June 26, 2008;

   <u>and</u>

2. the student transferred schools between October 1, 2005 and June 26, 2008, for any reason.

If the student meets **<u>both</u>** criteria, parents and guardians have the right to request that the student transfer to a previous school of attendance. The student eligible for MVA services has the right to immediate enrollment at a previous school of attendance, until a final determination is made on the feasibility of allowable transfer. The principal of the receiving school will determine feasibility.

If your child meets the above criteria and you would like to request to transfer your child to a previous school of attendance, please contact the Homeless Concerns Office at (808) 305-9869, or toll free at 1-866-927-7095, or via relay. The Homeless Concerns Office will assist you with the transfer process.

If you are unsure whether you are or were homeless within the meaning of MVA, please contact the Homeless Concerns Office at the numbers above.

Very truly yours,

Kathryn S. Matayoshi
Superintendent

Attachment A

Sample Letter for Homeschooling Acknowledging Receipt of Notification

(School Letterhead)

Dear Homeschooling Parent:

Thank you for your notification dated_____to homeschool your child(ren),_____.

A copy of Chapter 12, Compulsory Attendance Exceptions, Hawaii Administrative Rules, and the list of Homeschool Support Groups is attached for your information. The homeschooling website at http://doe.k12.hi.us/myschool/homeschool/ provides the following information:

- Chapter 12, Compulsory Attendance Exceptions, Hawaii Administrative Rules
- Homeschooling Guidelines
- Form 4140 - Exception To Compulsory Education (Homeschooling)
- Frequently Asked Questions (FAQs)
- List of Homeschool Support Groups

Please be aware that according to the Department of Education's Homeschooling Guidelines, you are required to submit an annual progress report by the last school day of the school year. Results from the Hawaii State Assessment may be used to fulfill the requirement of Chapter 12 of an annual progress report.

In addition, you are also required by Chapter 12 to submit appropriate criterion or non-referenced tests comparable to those used in our statewide testing program for children in grades 3, 5, 8 and 10. You child is welcome to participate in our statewide testing program at no cost, or you may choose to arrange for private testing at your own expense. Please contact the school if you wish to participate in our testing program. We will contact you when the dates for our school testing have been set.

You will need to submit another OCISS Form 4140 or notification letter if your child moves to another school or elevates to a grade beyond our school. Please inform the school if your family moves to the mainland. Please call the school if further information or assistance is needed. The school phone number is_____.

Sincerely,

Principal

Attachments
c: Complex Area Superintendent

Fig. 27

Executive Office on Early Learning
Prekindergarten Application
School Year 2015 – 2016

Lottery #
Waitlist #
Home School Yes No

Please submit your application between 3/1 and 4/30 along with the following documents:

- ☐ Birth certificate, passport, hospital certificate or baptismal certificate.
- ☐ Previous year's Income Tax Return, proof of current Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI) eligibility or evidence of foster care.
- ☐ Proof of residency if the school applying to is your home school.

To be completed by the parent/legal guardian of the student and submitted to the school.
Please attach a self-addressed, stamped envelope for each application.

School Applying To		
Student's Legal Name	Birth Date	Gender ☐ Male ☐ Female
Residential address	City	Zip Code
Parent/Legal Guardian 1 Name ☐Mr. ☐Mrs. ☐Ms.	Home Phone	Cell Phone / Business Phone
Email		
Parent/Legal Guardian 2 Name ☐Mr. ☐Mrs. ☐Ms.	Home Phone	Cell Phone / Business Phone
Email		
Parent/Legal Guardian Signature		Date

For School Use		For OCISS Use				
Student's Home School? Yes No	Proof of Residence Reviewed? Yes No	Date Received		If not approved:		Notes
				Under age		
		Approved		Exceed FPG		
		Not Approved		Other		
Reviewer's Name	Date	Reviewer's Name			Date	

School sends a copy of application, age verification and financial document to OCISS.

Revised 2/17/15

Fig. 28

Island Palm Communities LLC
Porter
Honolulu, Hawaii 96818

APVG-GWZ-S

26 Nov 2014

MEMORANDUM FOR: Last 4: XXXX Name: Aloha, Mister
Rank: SFC Branch: Army
Pay Grade: E05 UIC/Name: WALIAA

SUBJECT: Offer of Assignment to Family Housing

1. You are hereby offered assignment to the following Family Housing dwelling:

Address: XXXX Oto Ln

Wahiawa, ID 96786

2. The effective date of this offer is 26 November 2014

3. This dwelling unit will be available on or about 12/16/2014 12:00:00AM

4. An explanation of local policy concerning the results of declination will be provided to you separately. Please indicate your acceptance or declination of this offer of assignment in the space provided below

5. Please respond to this offer by: 11/27/14 Failure to respond by appointment or walk-in will be considered a declination. TLA will stop on 12/16/14.

(signature here)
Director of Property Management
Island Palm Communities LLC

* * * * * * * * * * * * * * * * * * CUSTOMER STATEMENT * * * * * * * * * * * * * * *

Check one:
___Accept
___Decline

Remarks: _____

Signature: (signed by parent/legal guardian here Date: 11Dec14

FOR OFFICIAL USE ONLY -- PRIVACY ACT DATA

School-Level Documents Appendix

Fig. 29

Hawaii State Department of Education (HIDOE)
1:1 Digital Device Usage Policy
Student/Parent Agreement Form

Student

I have read, understand, and accept the 1:1 Digital Device Usage Policy including Attachments A and B. I agree to follow all of the standards and rules of this Policy and to apply the highest standards of ethics and etiquette when using the device. I understand that if my device is unavailable for any reason, I am still responsible for completing any assignments. I acknowledge that I have no expectation of privacy with my use of the digital device. I further understand that if I commit any violation, my use privileges may be restricted or revoked and disciplinary and/or appropriate legal action may be taken. I understand that this Policy supersedes any and all previously issued Policies.

Student Name (Print): _____

Signature: _____ Date: _____

School: _____

Parent or Guardian

As the parent of _____, I have read, understand, and accept the 1:1 Digital Device Usage Policy including Attachments A and B. I have reviewed this Policy with my child. I understand that issuance of this device is for educational purposes only and that HIDOE will monitor use of the device. I acknowledge that use of this device may include the accessing of instructional materials in cloud-based networking sites, such as Google Apps for Education. I acknowledge that my child, as a student, shall have no expectation of privacy with use of HIDOE-owned digital devices that are issued and assigned. I accept full responsibility for any violations to this policy that my child should commit and for my child's compliance with this policy. I hereby give permission for my child to use the HIDOE-owned digital device that is issued and assigned for educational purposes as well as permission to access the associated digital instructional materials. I understand that this Policy supersedes any and all previously issued Policies.

Parent or Guardian Name (Print): _____

Signature: _____ Date: _____

Fig. 30

STATE OF HAWAI'I DEPARTMENT OF EDUCATION	CONSENT FOR RELEASE OF INFORMATION

Student's Name: _____ Date of Birth: _____
Last Name First Name Middle Initial

Grant permission to the Hawai'i Department of Education, _____
Name of DOE School or Office

_____
Address City State Zip Code

_____
Department of Education Contact Phone Number Fax Number

To: ❑ RELEASE ❑ RECEIVE (Check one)

the following document(s)/information, on the above named student, except that which is legally not subject to disclosure by law, and is covered under the Hawai'i Revised Statutes, §325-101 Infections and Communicable Diseases (HIV Infection, ARC, and AIDS); §329-68 Uniform Controlled Substances Act (Protection of records; divulging confidential information prohibited) and §329-B6 Substance Abuse Testing (Test Results) **to or from the agency or person listed below:**

_____
Name of Agency or Person Phone Number

_____
Address City State Zip Code

Specify document(s)/information authorized for release or receipt:

For the purpose of:

This personal document(s)/information will be transmitted to the agency or person named above only on the condition that it not be shared with another agency or other person(s) without the written consent of the parent(s), or legal guardian(s), or eligible student (an "eligible student" means a student who has reached 18 years of age or is attending a postsecondary institution at any age).

_____ _____
Parent/Legal Guardian or Eligible Student Signature Date

_____ _____
PRINTED Name of Parent/Legal Guardian or Eligible Student Phone Number

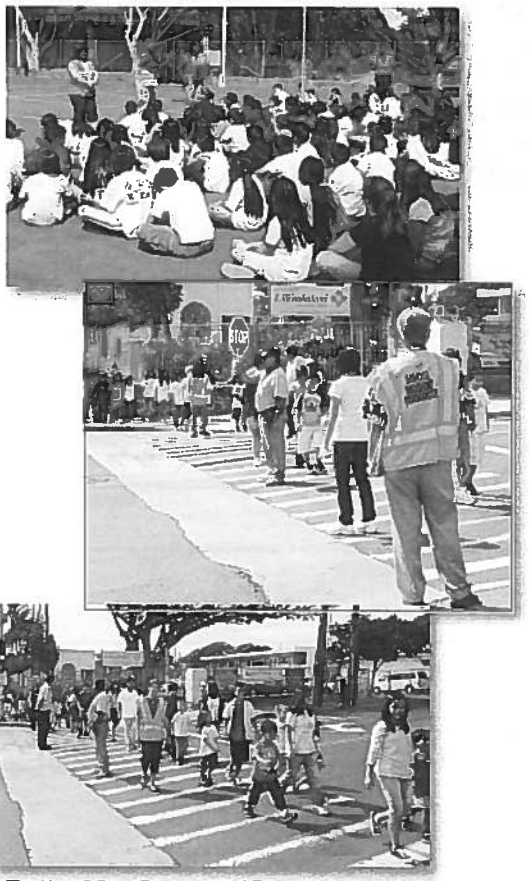
_____
Address City State Zip Code

DISTRIBUTION: School Parent Agency

eCSSS, OITS-IAS
Form HAR 34
Rev. 11/11, RS 12-0504

Fig. 31

School Emergency Information for Parents and Guardians



The Hawaii State Department of Education is committed to providing a safe environment for students, staff, and visitors. We work closely with national, state, and local safety officials such as Police, Fire, Emergency Medical Services, Emergency Management Agencies and the Department of Health to ensure our schools are well prepared in the event of an emergency.

Each school conducts drills throughout the school year to help students and staff prepare for possible emergencies.

Office of School Facilities and Support Services/Safety, Security, and Emergency Preparedness Branch
Department of Education • State of Hawaii • RS 09-1781 • July 2009

How You Can Help

BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate and current.
- All DOE schools have emergency plans. Become familiar with your school's emergency plan and parent/guardian reunification procedures in the event of a school evacuation.

IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below.

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- Tune in to local TV/Radio stations for official school news alerts.
- Rely only on official communication from school or public safety officials.
- Listen for official information regarding reunification with your child. Students will be released ONLY to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport.
- Go to the DOE website: *doe.k12.hi.us* for emergency updates.

Safety Terms & Procedures

In the event of an emergency at your child's school, it is important to know these terms:

LOCKDOWN

A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be allowed until an "all-clear" announcement is made.

SHELTER IN PLACE

Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the school will be allowed until an "all-clear" announcement is made.

EVACUATION

Certain emergencies may require students and staff to evacuate school. Evacuations are conducted when it is no longer safe to remain on campus. All schools have evacuation sites and conduct evacuation drills annually. In the event the emergency continues and students are not able to return to campus, parent or guardian re-unification procedures will take place. Please become familiar with your school's re-unification procedures.

Funded by the Office of Safe and Drug-Free Schools of the U.S. Department of Education - Readiness and Emergency Management for Schools (REMS) Grant awarded to the Hawaii State Department of Education.

Fig. 32

This information is also available in the languages below, please contact your school's Principal for a copy.

Hawaiian	Ua ʻunuhi ʻia kēia palapala nei ma ka olelo Hawaii. Oluolu e kahea, aiole e noi i ka poʻokumu o kou kula no kekahi kope o kēia mau palapala nei.
Samoan	O lenei tusi o lo'o maua i le gagana Samoa. Fa'amolemole fa'afeso'ota'i le pule o la outou a'oga mo se kopi.
Ilokano	Adda met kastoy a pagbasaan a naisurat iti Ilokano. No kayatyo ti maaddaan iti kopia, kasaritayo ti prinsipal ti eskuelayo.
Tagalog	Ang babasahing ito ay nasulat din sa Tagalog. Kung gusto ninyong magkaroon ng kopya, kausapin ang prinsipal ng inyong eskuwelahan.
Spanish	El folleto está disponible en español. Póngase en contacto con el director de la escuela para obtener una copia.
Tongan	Oku ma'u 'a e tohi ni 'i he lea faka-Tonga. Kataki fetu'utaki ki ho'o pule ako ki ha'o tatau.
Chuukese	Ei Toropwe me wor non fóósun Chuuk. Kese mochen churi nomw ewe principal ewe sukuun owm kopwe angei noum kapin.
Vietnamese	Tập sách này có ở tiếng Việt. Vui lòng liên hệ với hiệu trưởng trường bạn để xin bản copy.
Chinese (Mandarin)	这本小册子有中文版本，请联系学校校长索取中文版本。
Chinese (Cantonese)	這本小冊子有中文版本，請聯繫學校校長索取中文版本。
Korean	이 팜플렛은 한국어로 제공됩니다. 카피본이 필요하시면 교장 선생님께 문의하시기 바랍니다.
Japanese	このパンフレット日本語は入手可能です。ご希望のコピーをあなたの学校の校長に問い合わせてください。
Marshallese	Ewor pamphle in ilo kajin Ṃajoḷ. Jōij im kūr lok principal eo an jikuul eo elañe kokōnaan.

DEPARTMENT OF EDUCATION
STATE OF HAWAII

Equal Educational Opportunity

OFFICE OF THE SUPERINTENDENT/CIVIL RIGHTS COMPLIANCE OFFICE • DEPARTMENT OF EDUCATION • STATE OF HAWAII • RS 09-0000 (Rev. of RS 03-0731) • JUNE 2009

How to Obtain Additional Information on the Nondiscrimination Rights of Students

Contact the following:

- Your School Principal
- Your District Offices:

Honolulu District
- Farrington/Kaiser/ Kalani Complexes 735-8355
- McKinley/Roosevelt/Kaimuki Complexes 735-8355

Central Oahu District
- Aiea/Moanalua/Radford Complexes 421-4263
- Leilehua/Mililani/Waialua Complexes 622-6432

Leeward Oahu District
- Campbell/Kapolei/Waianae Complexes 675-0335
- Nanakuli/Pearl City/Waipahu Complexes 675-0384

Windward Oahu District
- Castle/Kahuku Complexes 233-5718
- Kailua/Kalaheo Complexes 233-5710

Hawaii District
- Honokaa/Kohala Complexes 775-8895
- Kealakehe/Konawaena Complexes 323-0015
- Hilo/Waiakea Complexes 974-4535
- Kau/Keaau/Pahoa Complexes 982-4252

Maui District
- Baldwin/King Kekaulike/Maui High Complexes .. 984-8000
- Hana/Lahaina/Lanai/Molokai Complexes 984-8000

Kauai District
- Kapaa/Kauai/Waimea Complexes 274-3504

- The Department's Section 504 Coordinator:

Office of Curriculum, Instruction and Student Support
Student Support Branch, CSSSS
475 22nd Ave., Bldg. 302
Honolulu, Hawaii 96816
Phone: (808) 305-9787

Inquiries may also be made to:

Office of Civil Rights, Region IX
U.S. Department of Education
50 Beale Street, Room 9700
San Francisco, CA 94105
Phone: (415) 486-5700

Equal Educational Opportunity for Students Who Are Disabled

Nondiscrimination Rights
under Subpart D,
Section 504 and
Hawaii Law and Regulations

Office of Curriculum, Instruction and Student Support
Student Support Branch
Department of Education • State of Hawaii
RS 14-1408 (Rev. of RS 13-1017) • April 2014

Fig. 33

Fig. 34

OITS-SPAB use only										

FEDERAL IMPACT AID PROGRAM SURVEY FORM

The survey date is September 3, 2014

All boxes must be filled in with complete information if applicable.

STUDENT INFORMATION

Student's Last Name	First Name	M.I.	Date of Birth	Grade	School Name

Student's Home Address (Use home address or physical description instead of P.O. Box)	City	State	Zip Code

If the above property is a Federal Property or Hawaii Public Housing Authority (HPHA) rental unit, enter the name of the property or housing (See Section B).	Name of Federal Property or Hawaii Public Housing

1st PARENT/GUARDIAN INFORMATION EMPLOYMENT INFORMATION: GENERAL

Parent/Guardian's Last Name	First Name	M.I.	Relationship (Father/Mother/Guardian)

Name of Employer	Address of Employer (Use street no. & street name)	City	State	Zip Code
Name of Federal Property (if applicable)	**Address of Federal Property (Use street no. & street name)**	**City**	**State**	**Zip Code**

Name of Ship (if applicable)	Hull No.	Homeport	Name of Controlling Agency

1st PARENT/GUARDIAN INFORMATION EMPLOYMENT INFORMATION: UNIFORMED SERVICES

Branch of Service *as of Survey Date*	Status *as of Survey Date*	Rank
❑ Air Force ❑ Army ❑ Navy ❑ Marine ❑ NOAA ❑ USPHS	❑ Active Duty ❑ National Guard (attach orders) ❑ Reserve (attach orders)	

1st PARENT/GUARDIAN INFORMATION EMPLOYMENT INFORMATION: FOREIGN MILITARY

Must be both an accredited foreign government official and a foreign military officer

Name of Foreign Government *as of Survey Date*	Branch of Service *as of Survey Date*	Rank

2nd PARENT/GUARDIAN INFORMATION: EMPLOYMENT INFORMATION: GENERAL

Parent/Guardian's Last Name	First Name	M.I.	Relationship (Father/Mother/Guardian)

Name of Employer	Address of Employer (Use street no. & street name)	City	State	Zip Code
Name of Federal Property (if applicable)	**Address of Federal Property (Use street no. & street name)**	**City**	**State**	**Zip Code**

Name of Ship (if applicable)	Hull No.	Homeport	Name of Controlling Agency

2nd PARENT/GUARDIAN INFORMATION EMPLOYMENT INFORMATION: UNIFORMED SERVICES

Branch of Service *as of Survey Date*	Status *as of Survey Date*	Rank
❑ Air Force ❑ Army ❑ Navy ❑ Marine ❑ NOAA ❑ USPHS	❑ Active Duty ❑ National Guard (attach orders) ❑ Reserve (attach orders)	

2nd PARENT/GUARDIAN INFORMATION EMPLOYMENT INFORMATION: FOREIGN MILITARY

Must be both an accredited foreign government official and a foreign military officer

Name of Foreign Government *as of Survey Date*	Branch of Service *as of Survey Date*	Rank

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII of the Elementary and Secondary Education Act), and may be provided to the U.S. Department of Education if your school district's application for payment is audited. This form *must* be signed and dated for your school district to receive funds based on this information.

*By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.

Signature of Parent/Guardian _____ Date _____

SEPARATE AND RETURN ONLY THIS PAGE TOMORROW

[SEPARATE HERE AND RETURN THIS PORTION]

Fig. 35

ANNUAL NOTIFICATION OF

PRIVACY RIGHTS

Know your privacy rights as they apply to

- Student record information
- Directory information
- Surveys and other information collection
- Military recruitment information

Language	Message
English	For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit http://bit.ly/FERPAHI.
Cebuano	Alang sa dugang kasayoran sa imong pribadong mga katungod, sa mga balaod nga nanalipod niln, ug unsaon pagbansay sa imong mga katungod, kontaka ang administrador sa imong tulunghaan o kaha duaw sa http://bit.ly/FERPAHI.
Chinese (Cantonese TC)	有關個人隱私保護條款，有關法律規定，以及如何行使您的權利等資訊，請聯繫學校管理員或者訪問網站 http://bit.ly/FERPAHI
Chinese (Mandarin SC)	有关个人隐私保护条款，有关法律规定，以及如何行使您的权利等信息，请联系学校管理员或者访问网站 http://bit.ly/FERPAHI
Chuukese	Ren ekkóóch pworausan omw pwúúng fan itan tumwunééchun pworaus fan itomw, pwan won ekkewe annuk a tumwunuu (ekkei pwúúng), me ifa usun omw kopwe eaea omw kei pwúúng, kékkéén noumw we sou emwenin sukuun ika nó ngeni http://bit.ly/FERPAHI.
Hawaiian	Inā makemake 'oe i mau mana'o hou a'e e pili i nā pono pālikino, nā kānawai e kāko'o ana i nā pono pālikino, pehea a ho'ohana ai i nā pono pilikino, 'olu'olu e kelepona a i 'ole e ho'omaopopo i ka po'okumu o ke kula a i 'ole e 'e'e aku ma kēia helu wahi pūnaewele puni honua 'o http://bit.ly/FERPAHI.
Ilokano	Para iti nayon nga impormasion maipanggep kadagiti kalintegam a kas pribado a tao, kadagiti paglintegan a mangsalaknib kadagitoy a kalintegan, ken no kasano nga uramatem dagitoy a karbengam, kasaritam ti administrador ti pagadalan wenno sarungkaran ti http://bit.ly/FERPAHI.
Japanese	おプライバシー権利の詳細、それらを保護する法律、ご権利を行使する方法についてはご学校の管理者に連絡するか、又はhttp://bit.ly/FERPAHIまで訪問してください。
Korean	귀하의 개인 정보 권리에 대한 자세한 내용, 그들을 보호하는 법률, 당신의 권리를 행사하는 방법은 학교 관리자에게 문의하거나 http://bit.ly/FERPAHI 에 방문하십시오.
Marshallese	Ñan bōk meļeļe ko relapļoķ ikijien maroñ ko am kōn kōjparok meļeļe ko am, kōn kakien ko rej kōjparok maroñ ko am, im lōn wāween kōjerbal maroñ ko am, kōnnaanik rijerbal eo an mōn jikuuj eo ñe e jab loļoķ http://bit.ly/FERPAHI.
Samoan	Mo nisi faamatalaga i aia tatau e patino i le tagata, i luga o le tulafono e puipui ai i latou, ma auala e faatino ai au aia tatau, faafesootai e pulea lau a'oga poo le asiasi http://bit.ly/FERPAHI.
Spanish	Para obtener mayor información sobre los derechos de privacidad, las leyes que la protegen y sobre cómo ejercer esos derechos, contacte al administrador de la escuela o visite http://bit.ly/FERPAHI.
Tagalog	Para sa karagdagang mga impormasyon tungkol sa iyong mga karapatan bilang pribadong tao, sa mga batas na kumakalinga sa mga karapatang iyon, at kung paano mo gagamitin ang mga ito, kausapin ang administrador ng paaralan o bisitahin ang http://bit.ly/FERPAHI.
Tongan	Ki ha fakaikiiki 'o ho'o totonu fakalao ke malu'i ho'o ngaahi lekooti pea mo ho'o ngaahi mafai, fetu'utaki ki he kau taki 'i ho'o 'apiako pe vakai ki he http://bit.ly/FERPAHI.
Vietnamese	Để biết thêm thông tin về quyền riêng tư của bạn, về các luật bảo vệ quyền đó và cách thực hiện quyền của bạn, hãy liên hệ với quản trị viên nhà trường hoặc vào thăm trang web http://bit.ly/FERPAHI.

For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit

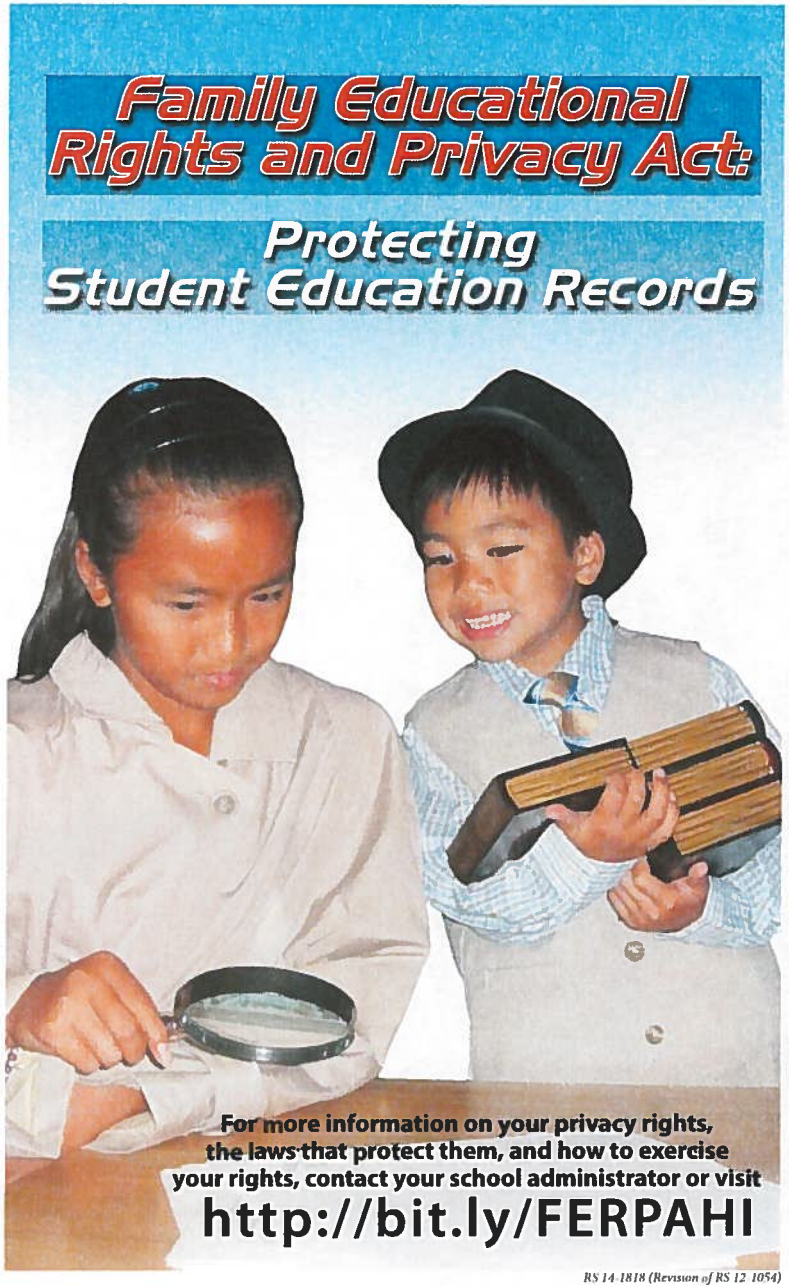
http://bit.ly/FERPAHI

Contact Information
For further information about FERPA, contact:

Data Governance Office
Hawaii State Department of Education
(808) 218-6791

For quick, informal responses to routine questions about FERPA, you may also send an email to the Data Governance Office at *ferpa@notes.k12.hi.us*.

Additional information and guidance may be found at HIDOE's FERPA website, *http://bit.ly/FERPAHI* and at the U.S. Department of Education's Family Policy Compliance Office's website at *http://www.ed.gov/policy/gen/guid/fpco/index.html*.



RS 14-1818 (Revision of RS 12-1054)

Fig. 36

Fig. 37

Parent / Guardian / Eligible Student Opt Out Sample Communication

Note to Principals: This sample communication may make it easier for you to inform parents, guardians and eligible students about families' rights related to student information privacy. Please be sure to change the [salutation] and insert your [school name]'s [name of office] in the letter. If you have any questions, please contact the Data Governance Officefor guidance at ferpa@notes.hawaii.k12.us or at 808-440-2856.

[Salutation]

The Family Educational Rights and Privacy Act (FERPA) requires, in certain circumstances, that theHawaii Department of Education (HIDOE) obtain written consent of the parent, guardian or eligible student (18 years old or older) before releasing personally identifiable information from the student's education records. HIDOE can designate some information to be "directory information," which can be released without consent, unless the parent, guardian or eligible student has "opted out" in writing.Directory information is typically student information used in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a school play
- The annual yearbook
- Class, team, or school club photograph
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Releasing directory information is not considered harmful or an invasion of privacy, and therefore HIDOE can release this information to outside organizations without written consent of the parent, guardian or eligible student. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

HIDOE has designated the following information as directory information:

- Student's name
- Address
- Telephone number (Including unlisted numbers)
- Digital image, photograph or video
- Month/year and country of birth
- Enrollment/Withdrawal dates
- Grade (class) level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Certificates of Completion (e.g. diploma), Honors and Awards received
- The most recent educational agency, institution, or school attended
- Graduation date

HIDOE makes every effort to release directory information only when doing so will not create a negative impact on students. For example, in certain cases involving outside agencies that wish to obtain and use student information for non-school or marketing purposes, HIDOE will first ask for written consent prior to releasing information pursuant to the Protection of Pupil Rights Amendment (PPRA). Further, HIDOE uses the "Student Publication/Audio Release" form to obtain consent to use audio recordings of students and images or recordings of students' work in HIDOE media, for staff professional development, and for student teacher training. However, if a parent, guardian or eligible student does not want HIDOE to release the student's directory information without HIDOE first obtaining consent, the parent, guardian or eligible student may "opt out" in writing.

HIDOE also provides military recruiters, upon request, with secondary students' names, addresses and telephone listings, including unlisted numbers, as required by theElementary and Secondary Education Act of 1965 (ESEA) as amended by the No Child Left Behind Act of 2001 (NCLB). The HIDOE releases this specific student data for students in grades 11 and 12 at least once a year to the Inter-Service Recruitment Council (IRC), which in turn releases the information to designated military recruiters in Hawaii. Parents, guardians or eligible students may inform HIDOE in writing that they do not want the student's information released to military recruiters without written consent.

Directory Information Opt Out Instructions – If you do not want HIDOE to disclose directory information, you must:

1. File a legible, signed written request to the school within 10 working days after enrollment if the student has not been previously enrolled. If a parent/legal guardian or eligible student does not file a request for non-disclosure, student information may be released to the extent that laws, regulations, or policies authorize such disclosures without consent.
   - For your convenience, the "Non-Disclosure of Information (Opt Out)" form is available upon request at [school name]'s [name of office] or online at http://bit.ly/FERPAHI.

2. Include the student's name, birth date, and name of school.

3. Specify whether ALL directory information or which specific category should not be disclosed.
   - **Please be aware that if you chose to withhold or opt out of ALL directory information categories, the school would not be able to release student information, without prior consent, to colleges, prospective employers, companies providing class rings or photographs and to other organizations or individuals. The student's information would be prohibited from the yearbook, school newspaper, commencement program, sports activity sheets, honor roll, etc. In other words, this is a total "black out." The parent, guardian, or eligible student would have to consent to each requested release.**

4. Deliver your request to [school name]'s [name of office]; your request will be kept on file until the parent, guardian, or eligible student amends or withdraws the request(s).

Military Recruiter Information Opt Out Instructions – If you do not want the DOE to disclose student's name, address and telephone listing to military recruiters, you must:

1. File a legible, signed written request to the school within 10 working days after enrollment if the student has not been previously enrolled. If a parent/legal guardian or eligible student does not file a request for non-disclosure, student information may be released to military recruiters to the extent that laws, regulations, or policies authorize such authorize such disclosures without consent.
   a. For your convenience, the "Opt Out Form for non-disclosure of secondary school student's name, address, and telephone listing to military recruiters" formis available upon request at [school name]'s [name of office] or online at http://bit.ly/FERPAHI.

2. Include the student's name, birth date, and name of school.

3. Deliver your request to [school name]'s [name of office]; your request will be kept on file until the parent, guardian, or the student amends or withdraws the request(s).

Please note that a written request to opt out of the release of directory information does not apply to military recruiter information, or vice versa. In other words, two (2) separate written requests must be submitted if you wish to opt out of both the release of directory information and military recruiter information.

Board of Education (BOE) Recognition Diploma with Honors
The Board of Education Recognition Diploma with Honors is awarded to students with grade point averages of 3.0 and above who successfully complete course and other requirements.

To students who meet the requirements, the BOE Recognition Diploma with Honors is awarded:

- *Cum Laude* with a GPA of 3.0 to 3.5;
- *Magna Cum Laude* with a GPA of 3.5+ to 3.8; or
- *Summa Cum Laude* with a GPA of 3.8+ and above.

Board of Education (BOE) Recognition Diploma
The Board of Education Recognition Diploma is awarded to students who successfully complete course and other requirements.

High School Diploma
The High School Diploma shall be issued to students who have met all graduation requirements in the required courses by demonstrating proficiency in the Hawaii Content and Performance Standards and General Learner Outcomes.

Certificate of Completion
The Certificate of Completion of an Individually Prescribed Program (IPP) shall be issued to a student with a disability who completes all the requirements set by the student's Individualized Education Program (IEP).

Commencement Exercises
Students shall be permitted to participate in commencement exercises if they:

1) meet the requirements for a diploma or a certificate;
2) have fulfilled their financial obligations; and
3) satisfy other conditions that meet the standards of clarity, reasonableness, and justifiability, as established by the Department of Education.

GRADUATION REQUIREMENTS

Beginning with the Class of 2013

High school graduation requirements of the Hawaii public schools, grades 9-12 include:

25 credits for the Board of Education Recognition Diploma or
24 credits for the High School Diploma.

If you have any questions regarding these graduation requirements, please see your school counselor or principal.

Patricia Hamamoto
Superintendent

Office of Curriculum, Instruction and Student Support
Department of Education • State of Hawaii • RS 09-0044 • July 2008

Fig. 38

The Honorable Neil Abercrombie
Governor, State of Hawaii

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STRIVE HI

Effective 2012-13 with the graduating Class of 2016

Graduation Requirements

for Hawai'i Public School Students

If you have any questions regarding the graduation requirements, please see your school counselor or principal.

SUPERINTENDENT KATHRYN S. MATAYOSHI

Office of Curriculum, Instruction and Student Support
Department of Education • State of Hawaii • RS 13-0659 (Rev. of 12-0360) • July 2013

Fig. 39

Vietnamese

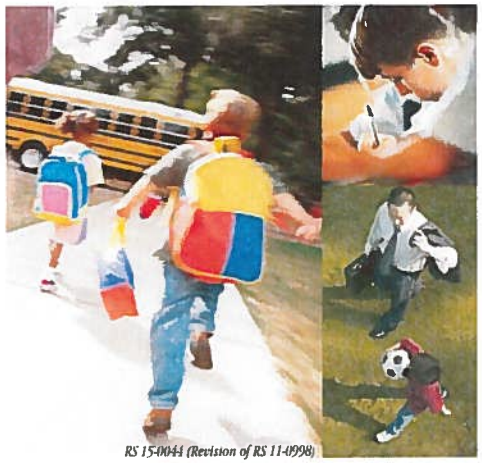
Một trẻ em gặp khó khăn trong việc học... không cần phải đương đầu với vấn đề một mình. Chúng tôi có thể giúp được. Chiến Dịch Search Nếu con em Quý vị gặp khó khăn trong việc học hành, nói năng, di chuyển hay hòa đồng với những trẻ em khác, có những nhà chuyên môn tài giỏi có thể giúp đỡ. Chiến Dịch Search giúp tìm ra trẻ em thiếu khả năng, tuổi từ 0 đến 22. Nếu Quý vị nghĩ rằng con em mình có thể học hỏi nhiều điều bổ ích trong một chương trình được soạn thảo đặc biệt, xin gọi chúng tôi. Chúng tôi sẵn sàng giúp đỡ và dịch vụ này miễn phí. Nếu cần biết thêm chi tiết xin gọi Chiến Dịch Search, số điện thoại 305-9810. Chiến Dịch Search do Bộ Giáo Dục của Tiểu Bang Hawaii điều động.

Tongan

Ki he fanau `oku nau faingata'a'ia `i he feinga faka'atamai...`oku 'ikai totonu ke nau fehangahangai fakafo'ituitui moe ngaahi palopalema ko'eni. Te mau lava pe `o tokoni. Potungaue Fekumi (Operation Search) Kapau `oku faingata'a'ia ho'o tamasi'i/ta'ahine `i he ngaahi tafa'aki ko'eni ako faka'atamai, lea, ngaungaue holo, feohi moe ni'ihi kehe `oku `i ai `a e kau palofesinale taukei te nau lava `o tokoni ki he fanau pehe ni. Ko e Potungaue Fekumi`oku nau hanga `o tokoni'i `a e fanau (ta`u 0-22) `oku nau tukuhausia mo e ngaahi palopalema. Kapau `oku ke fakakaukau ko ho`o tamasai'i/ta'ahine `e ma'u hano faingamalie mo ha tokoni mei he polokalama koe'ni, fakamolemole `o fetu`utaki mai kia kimautolu. `Oku mau `i heni ke tokoni, pea `oku ta'etotongi pe. Kapau `oky ke fiema'u ha toe ngaahi fakamatala kehe `o fekau'aki moe ngaahi palopalema ko'eni, kataki ka ke fetu'utaki mai (Tel: 305-9810). Koe Potungaue Fekumi `oku fakalele ia `e he Potun-gaue Ako `o e Pule'anga Hawaii.

OPERATION SEARCH

Help is Within Reach for Your Child!



RS 15-0044 (Revision of RS 11-0998)

If your child

is having trouble learning, he or she does not have to face it alone. **Operation Search** can help! If your child has a difficult time learning, speaking, moving or getting along with others, there are skilled professionals who can help. **Operation Search** helps identify children with disabilities ages 0 to 22. If you think your child may benefit from specially designed instruction, please call us. We are here to help.

Operation Search is conducted by the Hawaii State Department of Education.

For more information, call Statewide:
(808) 305-9810 or 1-800-297-2070

Oahu: Honolulu 733-4977
Central 622-6432 Windward 233-5717
Leeward (Campbell,Kapolei,Waianae) 675-0335
Leeward (Nanakuli, Pearl City, Waipahu) 675-0384

Hawaii: East 974-4401 West 323-0015
South 982-4252 North 775-8895
Maui: 873-3520 Molokai: 553-1723
Lanai: 565-7900 Kauai: 274-3504

For children under the age of 3, call
Hawaii Keiki Information Service System (H-KISS)
(808) 594-0066 or 1-800-235-5477

www.hawaiipublicschools.org/TeachingAndLearning/SpecializedPrograms/SpecialEducation/Pages/home.aspx

Additional Resources
SPIN – the Special Parent Information Network
(808) 586-8126
If you are calling from a Neighbor Island, you can contact us by dialing your island number followed by our extension number:
Kauai: 274-3141, ext. 6-8126
Hawai'i: 974-4000, ext 6-8126
Maui: 984-2400, ext. 6-8126
Molokai & Lanai: 1-800-468-4644, ext. 6-8126

For youth over 22 years of age, contact:
Hawaii State Department of Human Services, Vocational Rehabilitation and Services for the Blind Division at (808) 586-5269 or the Hawaii State Department of Health - Case Management and Information Services Branch: (808) 733-9172

Korean

장애로 인하여 배움에 어려움을 겪고 있는 아동은...

혼자서 어려움을 감내하지 않아도 됩니다.우리가 도와드립니다.
---- < 오퍼레이션 서-치>
(Operation Search)
만약 댁의 자녀가 배우거나, 말하거나, 몸을 움직이거나, 또는 다른 사람들과 함께 생활하는 데 어려움을 겪고 있다면. 숙련된 전문가들이 이를 도와드립니다. < 오퍼레이션 서-치>는 0세에서 22 세까지 장애가 있는 아동들을 찾아서 도움을 드립니다. 만약 댁의 자녀가 특수교육 과정을 통해 많은 향상을 볼 수 있다고 생각하시면, 저희에게 문의하십시오. 저희는 도움을 드리고자 준비하고 있으며. 이것은 무료입니다.
보다 상세한 사항은< 오퍼레이션 서-치>로 문의 하십시오: 전화 305-9810.
< 오퍼레이션 서-치>는 하와이주 교육국에 의해 운영되고 있습니다.

Chinese

如果你的孩子有学习困难、语言和运动障碍、或难与别人相处等问题，我们有专家来帮助你们解决这些苦难。我们的特殊教育计划能帮助你识别年龄在0岁至22岁之间的孩子的特殊困难。如果你认为你的孩子能从该教育计划中受益，请随时打电话与我们联系。我们乐意为你提供免费服务。

在奥阿湖岛可打电话305-9810询问该教育计划。或可打电话到离你最近的公共学校咨询。

Operation Search is conducted by the State of Hawaii Department of Education

Department of Education
Special Education Section
475 22nd Avenue
Honolulu, Hawaii 96816

This activity is sponsored under the Individuals with Disabilities Education Improvement Act of 2004

Fig. 40

Fig. 41

Important Notice to Parents

School Health Requirements

State of Hawai`i Department of Health
Immunization Branch

Fig. 42

Form SP/VR

State of Hawaii Department of Education	Student Publication/Video Release Form

This form combines and replaces the previous Student Permission to Videotape/Record and Reproduce Work Forms. By signing this form, you agree to the terms and conditions of this agreement. Please complete the following:

1. *Print all of the following legibly. Use blue or black ink.*
2. *Check the boxes below.*
3. *Sign this form.*
4. *Distribute as instructed.*

I hereby give my permission to the Hawaii State Department of Education (HIDOE) to use my child's work, videotape, or otherwise record my child's name, voice, and/or likeness in its publications. I understand that examples of my child's work and/or these recordings of my child will be used exclusively for non-commercial, educational purposes, which may include, but not limited to, distribution by print, internet, or digital media and open-circuit broadcast, closed-circuit, and/or cable television transmission within or outside of the State of Hawaii for the duration of the media.

I understand that there will be no financial or other remuneration for use of my child's work and/or recordings, either for initial or subsequent transmission or playback, and I hereby release the HIDOE from any liability resulting from or connected with the publication of such work. Permission is granted for the duration of the media. I further understand that my permission or consent may be rescinded; however, in order for the revocation of permission/consent to be effective, it must be made in writing and said revocation will not affect the publication or work that has already been produced.

The HIDOE may use my child's name, likeness, work, and/or bibliographical identification for publicizing and promoting the use of these recordings.

The HIDOE has permission to videotape or otherwise record my child's name, voice, and/or likeness for educational purposes.

☐ yes ☐ no

The HIDOE has permission to use my child's work for educational purposes.

☐ yes ☐ no

Student's Name (Please Print)	Parent/Legal Guardian Name (Please Print)
School	Signature
Home Address	Date
City, State, Zip Code	

THE END