New Student Enrollment

Students who are planning to enroll at Kea’au High School must provide the following documentation **before** the enrollment process can begin:

1. Proof of residence in the Kea’au High School District. Provide one of the following:
	1. Most recent utility bill
	2. Mortgage Statement
	3. Rental/Lease agreement
	4. Escrow Papers
2. Release papers from students previous school
	1. Transcript
	2. Recent Report Card
3. Birth Certificate or Passport – New enrollment in the State of Hawaii
4. Health Requirements – New enrollment in the State of Hawaii
	1. Health Physical - Done within a year by a U.S. physician
		1. Appointment card is acceptable
		2. Student’s Health’s Record – Form 14 can be picked out at the school.
	2. TB clearance
		1. Test administered in the U.S.
		2. Done within a year
		3. TB results must have an “mm” reading or
		4. TB risk assessment screening.
5. Legal custody documentation, if applicable
6. Power of Attorney (POW) if applicable. POW must have a beginning date and an end date. POW is good for only 1 year.
7. Current IEP/504 Plan if applicable
8. Approved Geographical Exception if applicable

When **all** documents are available, please call the registrar’s office at 808-313-3320 to schedule an appointment. Bring these documents to your scheduled appointment.

 The following forms will be completed in our office during your scheduled appointment:

1. Enrollment Form
2. Supplemental enrollment form – SPED, 504, physical limitations
3. Verification of Residency Statement
4. Student selection of classes
5. Provide a form of identification