

Registrar's Office Services during COVID-19 School Closure

1. Requesting Transcripts during School Closure

- Click here: <http://bit.ly/3f4zUrA>
- Complete the form
- The completed form will then be sent to arnest.leandro@k12.hi.us and your transcript will be sent to the email provided in the google doc or it will be sent to the designated organization in 5-10 business days.
- No fee will be required for any transcript requested during school closure.

2. Resetting IC passwords for students

- Students who need IC passwords reset during school closure should email audra.chang@k12.hi.us
- Include in your email your first and last name, grade level, parent name.
- Username and reset password will be emailed back to student
- When logging in with the reset password, students will be requested to create a new password. Please remember what you created for your new password. Username is always your 10 digit ID number.

3. Request to "RELEASE" Child from Kailua High School

- Click here: <https://bit.ly/2W7AZqS>
- Complete the form
- The completed form will then be sent to arnest.leandro@k12.hi.us and she will be in contact with you regarding the enrollment process.

4. Request to "ENROLL" at Kailua High School

- Click here: <https://bit.ly/2YFNQIL>
- Complete the form
- The completed form will then be sent to arnest.leandro@k12.hi.us and she will be in contact with you regarding the enrollment process. Or if you are a new student to Hawaii DOE you may go to the link in #5 below.

5. NEW Students to the Hawaii DOE can apply for enrollment for SY 2020-21

through the DOE website. Here is a link to the Parent Instructions for Online Registration

<http://www.hawaiipublicschools.org/DOE%20Forms/Enrollment/HIDOE%20Online%20Registration%20Parent%20Instructions.pdf>