

**KAINALU ELEMENTARY**  
**(Private School, Out of State or Kindergarten students)**

These are the documents that will be required to enroll your student at Kainalu Elementary. Please have them available when you come to register your student.

**State of Hawaii Medical requirements (Form 14)**

1. A current TB test.
  - a. Current meaning within 12 months of entering a public school.
  - b. The results **must have** a date given, a date read and a numerical reading.
  - c. The results must be turned in before the student can start school.
2. A current physical.
  - a. If you cannot get an immediate appointment, you must submit an appointment slip showing that you have an appointment scheduled.
3. Immunizations
  - a. Please submit a copy of your student's childhood immunizations.

You have 90 days to update the student's physical and shot records. If these requirements are not met within the allotted time, the student will be excluded from school.

**Forms to submit:**

1. Release packet from prior school.
2. Most current report card.
3. Original birth certificate. (The office will make a copy & return original to you.)
4. Include small photo of student to be placed in his/her folder. (Optional)
5. Proof of residency in the form of a utility bill. (water, phone, electric, cable, etc...)
6. IEP (Individual Education Plan) for students who require special education services.

The following forms will be supplied to you by the Kainalu Elementary office upon your arrival at our school:

**Manila Folder (Form 13)**

1. Complete all spaces from 1 to 25.

**Student Enrollment forms (SIS 10) (blue form)**

1. Complete all spaces.

**Special Education Information (blue form)**

1. Complete all spaces.
2. Attach a copy of your most recent IEP if applicable.
3. Parent/Guardian's signature required.

**Request for Transfer of Student Records**

1. Complete all spaces.

**Emergency Information Card (white half card)**

1. Complete all spaces front and back.
2. Person to be called other than parent/guardian must be over 21 years of age.
3. Parent/guardian's signature required.

**Health Center Card (orange) in pencil**

1. Complete all appropriate spaces

**Bridging the Gap II (Kindergarten Students only)**

1. Give this form to your child's current preschool teacher to complete.