

# Aina Haina Elementary School Registration Checklist

Phone: 808.305.2000 Fax: 808.377.2426

(please come by between 9:00-3:30 Mahalo!)

## \*REQUIRED ITEMS:

**Submit (1) Proof of Residence (Utility bill must be within the last three (3) months):**

- Electric Bill
- Gas Bill
- Water Bill
- Cable Bill
- Phone Bill
- Rental Agreement
- Real Property Assessment
- Mortgage Statement

*\*If the above bill is not in your name, a notarized residence verification letter is required along with the above utility bill in the letter writers name.\**

**\*Student Health Record Form 14** -to be completed by a physician's office. Includes:

- Current Immunizations
- TB Clearance Certificate/Risk Assessment
- Physical Exam

**\*Original Birth Certificate OR Passport** (a copy will be made and the original returned to you)

**\*Parent Photo ID**

Court Documents (*if any*)

Certificate of Release (*if coming from another elementary school. -Does not apply to first time Kindergarten enrollment*)

### Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

ADA/Section 504 inquiries:

Krysti Sukita, ADA/504 Specialist  
Civil Rights Compliance Office  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay  
[crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us)

Title VI, Title IX, and other inquiries:

Anne Marie Puglisi, Director  
Civil Rights Compliance Office  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay  
[crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us)

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**In addition to the above checklist, prior to submitting the enrollment packet, please be sure you have the following forms completed:**

- SIS-10W, Student enrollment form
- MV-1, Questionnaire to determine eligibility
- Home language survey (**enrolling students new to HIDOE only**)