



New Student Enrollment Checklist

Welcome to Kealakehe High School! There are things you will need to do before you begin your educational journey with us. Please call (808) 313-3600, Monday through Friday, from 8:00 – 4:00 HST should you require any assistance. Information is also available on our website at www.khswaveriders.org.

Register's Office: (808) 313-3606

- Fill out enrollment form, emergency card and other required school forms;
- Provide proof of residence;
- Provide Legal copies of legal documents regarding custody/guardianship (if applicable);
- Provide copies of academic transcripts and latest report card or exit grades;
- Provide documents regarding placement in special education, English as a second language and/or 504 modifications;
- Obtain packet of information available in office: directory, map of campus, school calendar, bell schedule, dress standard and attendance policy.

Student ID and Bus Transportation: (808) 313-3619

- Obtain student ID;
- Obtain bus transportation validation on ID (if applicable);
- Obtain route map and schedule;
- Pay bus fees for the quarter, semester or year;
- Individual ride tickets are available;

Health Office: (808) 313-3608

- Provide tuberculosis (TB) clearance card. TB tests are given free of charge at the State of Hawaii Department of Health. They are located next to the Kona Community Hospital and may be reached at (808) 326-5629. **A student without a TB clearance WILL NOT be admitted to any school in the State of Hawaii.**
- Provide immunization record documenting current status of vaccinations. Please ensure the enrollee has had both the MMR shot 1&2.
- Provide evidence of current physical for school entry (current year).
- A student without a physical examination or a complete immunization record will be allowed provisional entrance with a doctor's statement or appointment schedule.

Counselor's Office: (808) 313-3625

- Make an appointment with grade level counselor for scheduling of classes, explanation of grade scale and personal transition plan;
- Print PowerSchool user ID and password.

Accounting Office: (808) 313-3602

- Pay school fees:

Required Fees	Amount	Optional Fees	Amount
Class Dues	\$10	Athletic Card	\$20
Student Association Dues	\$10	Lunch Account	Varies
		Parking Pass	\$10
		Yearbook	\$60