

Using KS Connect to Update the Student Directory of Information (SDI) Forms for School Year 2015 – 2016



KS CONNECT

Kamehameha Schools Hawai'i Kula Ha'aha'a

CHECKING FOR A KS CONNECT PARENT ACCOUNT

- 1. Connect to <http://connect.ksbe.edu/> in your Web browser
- 2. Click the “**Account help**” link.
- 3. Enter your email address. Click “Submit”
 - The next screen will tell you if your parent account exists and if it has been activated. There will also be some instructions.

Diagnosis			(For Internal Use)
1.	Does account exist?	Yes	User ID: 23483
2.	Is role active?	Yes	Role ID: 182560
3.	Was the account activated?	Yes	

Your account appears to be working. Verify that you are logging in with your username as [redacted] and the password you set when you activated your account.

Perhaps you cannot remember your password? [Click here](#) to reset it.

<< [Back to login page](#)

- Should you need to establish a **new** Parent Account, please contact the school office.

LOGGING INTO KS CONNECT

- 1. Connect to <http://connect.ksbe.edu/> in your Web browser
- 2. Enter your e-mail address and password in the labeled boxes. **Use your KS Connect Parent Account** (not your child's account). *Remember that you set a password when you activated your account.*
- 3. Click the “Login” button.

Navigating KS Connect

NAVIGATING KS CONNECT

KS SYSTEM - KS CONNECT ROLE: KSKHS - Parent - Grade 12 - John

Aloha, John Kimo.

KS CONNECT
KS Kapālama High School

My KS
Bulletin

Student
Information
Schedule
Parent/Guardian
Activities
Attendance
Progress

Tasks: Most of your child's information is in here. It contains functions to view relevant student information.

More than one child: If you have multiple children attending KS, use this menu to switch between them.

Student Loaded: Tells you which child's information you are viewing.

Features: These will link to school-wide information not necessarily specific to your child.

Student Information

Academic Standing	
Quarter GPA	2.898
Cumulative GPA	3.123
Credits Earned	41.000 / 41.000

Demographics	
Preferred Name	
Gender	M
Day/Boarder	Day
Invitee	
Island	Oahu

Advising Information	
Homeroom Teacher	Enos, S (Ko106H)
Counselor	Shelby, K

Technology Information	
Email Address	08jokimo@ksbe.edu
Last Login	
IP Address	

Contact Information	
Guardian	M/M John Kimo
Mailing Address	1187 Makuakane Street Honolulu, HI 96817
Home Phone	808-842-8211

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Starting the Student Directory Information (SDI) Update Process

Locate the “Year” and “Role” in the upper right corner of your screen. Change the school year by clicking on the pull down arrow and select 2015-2016. By changing the school year your SDI information will be loaded and displayed. Under “Forms” select “Directory Information”.

The screenshot shows the KS Hawai'i High School website interface. The main header area displays the school name and navigation links. The 'Forms' menu is expanded, showing 'Directory Information' as a selectable option. Two callout boxes highlight the 'Year' and 'Role' fields, and another callout box points to the 'Directory Information' link in the 'Forms' menu.

YEAR: 2014-15 | ROLE: KSHHS - Parent - Grade 9

Parent role for current school year

YEAR: 2015-16 | ROLE: KSHHS - Entering Parent - Grade 10

Note new role and school year

Click on “Directory Information” to get to the SDI forms

KS Hawai'i High School

My KS Home

Registration

Forms

Directory Information

Payment

Steps to complete the SDI

Review the instructions and Click the “Sign Agreement” tab to start.

Instructions

1. Sign Agreement

2. SDI Forms

SDI Instructions

Mahalo for choosing to complete these forms online. This is one of many steps to get your child re-enrolled for the upcoming school year. Failure to complete these forms will result on a hold being placed on your child's schedule.

Steps to Complete

This process is divided into two parts: 1) The agreement and 2) the actual SDI forms.

STEP 1: Sign the Agreement

You must electronically [sign the Electronic Permission Agreement](#) as part of the SDI process. Completion of this step will be noted in the SDI form status table.

STEP 2: Complete the SDI Forms

Review each [SDI Form](#) and make any necessary changes. Click the "Submit" button at the bottom of each form. The form indicator will turn from red to green as each form is completed. When all of the forms are complete, close the window and return to the SDI Forms tab.

It is required that you click the "Finish SDI Forms" button when you have completed every step of the process. This button will not be available until everything is complete. This will electronically file your forms with the office for review. They will contact you later with any questions. You will not be allowed to make changes after you click the "Finish SDI Forms" button.

Students in a Divorced Situation with Joint Custody

Because of the joint custody situation, both parents will be required to sign the permissions agreement. If both parents have KS Connect Parent Accounts, then both parents will sign the agreement electronically.

The primary parent will complete the forms and sign the agreement while the secondary parent will append his/her signature to the agreement. The primary parent must sign first. The secondary parent will not be able to sign until the primary parent has signed the agreement.

If the secondary parent does not have a KS Connect Parent Account, that parent will be mailed a hard-copy of the form to sign and return. This step must be completed in order for your forms to be considered finished.

Two parts to the SDI forms.

Step 1 (a) – The Agreement Tab

Instructions

1. Sign Agreement

2. SDI Forms

Statement of Permissions Agreement



KAMEHAMEHA SCHOOLS

KAMEHAMEHA SCHOOLS

ELECTRONIC STATEMENT OF PERMISSIONS AGREEMENT

Student Name:

School:

Student ID#:

Grade:

This Electronic Application Agreement is made between The Kamehameha Schools ("KS") and the undersigned parents and/or guardians ("I/we").

Statement of Permissions

I/We consent to the making of visual and/or sound recordings (Materials) of my child by Kamehameha Schools (KS); I/We consent to KS's use of the Materials in any manner and purpose deemed appropriate by KS; I/We waive any right to approve the Materials; and I/We understand that KS is not obligated to use any of the Materials.

I/We also give permission for my child to take part in all field trips, excursions and organized activities that may be scheduled by KS. This includes, but is not limited to, school-sponsored activities for classes, academic programs, athletics teams, boarding programs, etc.

I/We understand that, while KS will take reasonable precautions for the safety and welfare of my child while participating in KS activities, KS does not assume responsibility for accidents or injury to my child. I/We agree to assume any and all risks of such injury, loss or damage that may arise out of my child's participation in any activity conducted by KS. I/We further agree to indemnify and hold KS forever harmless from and against any and all claims which may be asserted by any person, including but not limited to those claiming by or through me, arising out of my child's participation in any program or activity conducted by KS.

I understand that from time to time KS may transport my/our child(ren) in a vehicle other than a Type I or II school bus to and from a school function or school-related activity, and I agree to waive, release and hold harmless the State of Hawai'i, the Hawai'i Association of Independent Schools (HAIS), and Kamehameha Schools, its trustees, directors/officers, employees, and agents from any responsibility for injuries, liabilities, losses or damages connected with or arising out of the transportation of my/our child in a vehicle other than a Type I or II school bus.

I/we acknowledge and agree to the terms of this Electronic Agreement or Contract and so indicate by each of us typing our name(s) below as my/our electronic signature(s), executed and adopted by me/us with the intent to sign this document - in other words, typing my/our name(s) will be an electronic signature indicating I/we acknowledge and agree to the terms of this Electronic Agreement or Contract just as a handwritten signature would on a traditional paper Agreement or Contract.

I/WE HAVE READ AND UNDERSTAND THE TERMS OF THIS ELECTRONIC AGREEMENT OR CONTRACT, AND AGREE TO BE BOUND BY ITS TERMS.

I with this Contract by affixing my electronic signature in the following text field:

(your signature must contain your last name "Holt").

[Sign Agreement](#)

After reading the agreement, complete the section in yellow and click "Sign Agreement"

Step 1 (b) – Submit Agreement

Instructions

1. Sign Agreement

2. SDI Forms

Click the "Submit Agreement" button to finish.

Statement of Permissions Agreement



KAMEHAMEHA SCHOOLS

KAMEHAMEHA SCHOOLS ELECTRONIC STATEMENT OF PERMISSIONS AGREEMENT

Student Name:

School: |

Student ID#:

Grade:

This Electronic Application Agreement is made between The Kamehameha Schools ("KS") and the undersigned parents and/or guardians ("I/we").

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I/We consent to the making of visual and/or sound recordings (Materials) of my child by Kamehameha Schools (KS); I/We consent to KS's use of the Materials in any manner and purpose deemed appropriate by KS; I/We waive any right to approve the Materials; and I/We understand that KS is not obligated to use any of the Materials.

When you are ready, click
"Submit Agreement"

Step 1 (c) – Printing Agreement

Instructions

1. Sign Agreement

2. SDI Forms

You have successfully signed this agreement. Below is a copy.

[Print This Agreement](#)



KAMEHAMEHA SCHOOLS

KAMEHAMEHA SCHOOLS

ELECTRONIC STATEMENT OF PERMISSIONS AGREEMENT

Student Name:

School:

Student ID#:

Grade:

This Electronic Application Agreement is made between The Kamehameha Schools ("KS") and the undersigned parents and/or guardians ("I/we").

Statement of Permissions

I/We consent to the making of visual and/or sound recordings (Materials) of my child by Kamehameha Schools (KS); I/We consent to KS's use of the Materials in any manner and purpose deemed appropriate by KS; I/We waive any right to approve the Materials; and I/We understand that KS is not obligated to use any of the Materials.

If you have successfully signed the agreement, you can click "[Print This Agreement](#)" to print a copy for your records.

Step 2(a) – The SDI Forms

Instructions


1. Sign Agreement

2. SDI Forms

Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.

Forms

 Refresh table to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
Agreement	
SDI Process Finished	
N = Waiting for 2nd Signature	

Status Message

Your SDI Forms are not complete. Review the table to see which forms need to be completed. Click on a form to begin.

The SDI forms have several different pages. Click each form to review and/or update the information listed.

Step 2(b) – Review Info & Modify

Check marks will appear as you review each page for accurate information. Click on **Submit** button below when information has been reviewed and new information, if needed, has been entered .

The “**CURRENT RECORD**” column will be populated with your individual information.

Use the fields in the “**MODIFICATIONS**” column to update or make corrections to the information listed.

Remember to click on **Submit** to save each page.

Kamehameha Schools Kapālama High School
Student Directory Information

Last Name	First Name	Middle Name			
Student ID Number	Boarder	Invitee	Gender	Grade	Graduating Year

Forms To Complete

- Student
- Parent/Guardian [Add]
- Father
- Mother
- Household
- Sibling

Once all forms are completed, close this window and click on the SDI Forms tab to refresh the status table.

Parent/Guardian Information

	CURRENT RECORD	MODIFICATIONS	Changed
Parent's Relation To Student			
Relationship:	Mother	<input type="text" value="Mother"/>	
Resides With:	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Contact:	<input checked="" type="checkbox"/> Allowed <input type="checkbox"/> Not Allowed	<input type="checkbox"/> Not Allowed	
Parent Information			
Last Name:	<input type="text"/>	<input type="text"/>	
First Name:	<input type="text"/>	<input type="text"/>	
Middle Name:	<input type="text"/>	<input type="text"/>	
Birth Place:	<input type="text"/>	<input type="text"/>	
Telephone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Alternate Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	
Mailing Address Information			
Mailing Address:	<input type="text"/>	<input type="text"/>	
City:	<input type="text"/>	<input type="text"/>	
State:	<input type="text"/>	<input type="text"/>	
Zip Code:	<input type="text"/>	<input type="text"/>	
Work Information			
Employer:	<input type="text"/>	<input type="text"/>	
Occupation:	<input type="text"/>	<input type="text"/>	
Work Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	
Work Hours:	<input type="text"/> : <input type="text"/> : <input type="text"/> to <input type="text"/> : <input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/> to <input type="text"/> : <input type="text"/> : <input type="text"/>	
Work Address:	<input type="text"/>	<input type="text"/>	
City:	<input type="text"/>	<input type="text"/>	
State:	<input type="text"/>	<input type="text"/>	
Zip Code:	<input type="text"/>	<input type="text"/>	
Special Contact Phone Numbers			
Cellular:	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Pager:	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Other:	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
KS Connect Information			
Current information from KS Connect is listed below. Your e-mail address information must be correct.			
E-mail Address:	<input type="text"/>	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

KS Connect checks for the following when you click the submit button...

- That every telephone number has an area code.
- A first name, last name, and relationship is entered.
- Both the zip code and work zip code are correctly entered.
- The email address entered is valid and is not the same for the other parents.

Step 2(c) – Completion Status

Instructions


1. Sign Agreement









2. SDI Forms

Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.


Forms

 Refresh table to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
Agreement	
SDI Process Finished	
N = Waiting for 2nd Signature	

Status Message

All forms complete. Click the button below to submit your information and finish your SDI forms.

Finish SDI Forms 

As you complete each page of the SDI forms a check mark will appear in the “Completed” column. Click on “Finish SDI Forms” when you have finished all the forms.

Step 2(d) – SDI Process Finished

Instructions


1. Sign Agreement



2. SDI Forms

Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.


Forms

 Refresh table to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
Agreement	
SDI Process Finished	

N = Waiting for 2nd Signature

Status Message

 You are now finished with your SDI forms. Mahalo.

A final check mark will appear in the “Completed” column for “SDI Process Finished” and the Status Message will state that you are finished with your SDI forms.



ALL DONE! – Mahalo!

- Youve completed the online Student Directory of Information Forms for the new School Year. Congratulations!
- Other forms to be done manually:
 - Health & Medical Forms – mailed out January 2015
- Contact Information:
 - School Office – 982-0278
 - Liana Honda, lihonda@ksbe.edu