

Updating your **KS CONNECT**
STUDENT DIRECTORY OF INFORMATION (SDI) Form.

Aloha e Parents,

Kula Waena Administration will be using KS Connect to update your child's Student Directory of Information (SDI) forms for the 2018-2019 school year. You will be able to update your child's SDI forms online by logging into your KS Connect Parent Account.

To create a NEW KS Connect parent account, please send your email address to :

Crystal Nicolas-MS Admin. Assistant **crnicola@ksbe.edu**

Online Dates:

April 2, 2018 - May 15, 2018

- Expect an email the last week of March with more information and step by step instructions to update your SDI forms using KS CONNECT.
- These will also be posted to our Kula Waena Website.

Using KS Connect to Update the Student Directory of Information (SDI) Forms for School Year 2018 – 2019



Kamehameha Schools Hawai'i Middle School

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.

E-mail Address: <input type="text"/>			
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 <input type="text"/> 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 LOGOUT

Aloha, John Kimo.

KS CONNECT
KS Kapālama High School

My KS Bulletin

Student
Information
Schedule
Parent/Guardian
Activities
Attendance
Progress

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

John Kimo
Male
0000000
Grade 12

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.

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

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	000kimo@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-hand corner of your screen. Change your role by clicking on the pull down arrow and select “KSHMS - Entering Parent”. When you change your role, the school year will change to “Year: 2018-19” and your SDI information will be loaded displayed. Click on “Forms” and then select “Directory Information”.

The diagram illustrates the steps to update SDI information. It shows two states of the user interface. The top state shows the user as a 'Parent' for the '2017-18' school year. A red box labeled 'Parent role for current school year' points to the 'ROLE: KSHMS - Parent - Grade 7' text. The bottom state shows the user as an 'Entering Parent' for the '2018-19' school year. A red box labeled 'Note new role and school year' points to the 'YEAR: 2018-19 | ROLE: KSHMS - Entering Parent - Grade 8' text. A third red box labeled 'Click on “Directory Information” to get to the SDI forms' points to the 'Directory Information' link in the left sidebar of the KS Hawai'i High School interface.

KS Hawai'i High School

My KS | Home

Registration

Forms

Dashboard

Directory Information

Payment: Tuition

YEAR: 2017-18 | ROLE: KSHMS - Parent - Grade 7

Parent role for current school year

YEAR: 2018-19 | ROLE: KSHMS - Entering Parent - Grade 8

Note new role and school year

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

Steps to complete the SDI

Review the instructions and Click the “SDI Form” link or “SDI Forms” tab to start.

Instructions

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

Review each **SDI Form** and make any necessary changes. Click the "Submit" button at the bottom of each form. The form indicator will be checked 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.

Step 1 – The SDI Forms


Instructions

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	
Father	
Mother	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

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.

 [Refresh table](#) to view updated status

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

Step 2 – 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
SY 2018–2019 Student Directory Information

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

Parent/Guardian Information

Forms To Complete	CURRENT RECORD	MODIFICATIONS (if any)	Modified
Student Parent/Guardian [Add] Father Mother Household Sibling Religious Affiliation	<p>Once all forms are completed, close this window and click on the SDI Forms tab to refresh the status table.</p>		
	<p>Parent's Relation To Student</p> <p>Relationship: Father <input type="text"/></p> <p>Resides With: Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Contact: Allowed <input type="radio"/> Not Allowed <input type="radio"/></p>		
	<p>Parent Information</p> <p>This parent/guardian is an alumna/alumnus of the school <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is this parent/guardian currently in school? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Please list the highest grade or degree completed by this parent/guardian: N/A <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Generation: <input type="text"/></p> <p>Birth Place: <input type="text"/></p> <p>Telephone: <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Alternate Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p>		
	<p>Residence Address Information</p> <p>Residence Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code: <input type="text"/></p>		
	<p>Work Information</p> <p>Employer: <input type="text"/></p> <p>Occupation: <input type="text"/></p> <p>Work Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Work Hours: <input type="text"/> : <input type="text"/> to <input type="text"/> : <input type="text"/></p> <p>Work Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code: <input type="text"/></p>		
	<p>Special Contact Phone Numbers</p> <p>Cellular: <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Pager: <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Fax: <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Other: <input type="text"/> - <input type="text"/> - <input type="text"/></p>		
	<p>KS Connect Information</p> <p>Current information from KS Connect is listed below. Your e-mail address information must be correct.</p> <p>E-mail Address: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/></p>		

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 3 – Completion Status


Instructions








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.

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 [Refresh table](#) to view updated status

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

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 4 – SDI Process Finished


Instructions








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	
SDI Process Finished	

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!

- You've completed the online Student Directory of Information Forms for the new School Year. Congratulations!
- Contact Information:
 - Middle School Office – 982-0400
 - Crystal Nicolas, crnicolas@ksbe.edu
 - Kristen Iida, kriida@ksbe.edu