KAMEHAMEHA SCHOOLS

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.

KULA WAENA SY 2018-2019

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

- I. 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.

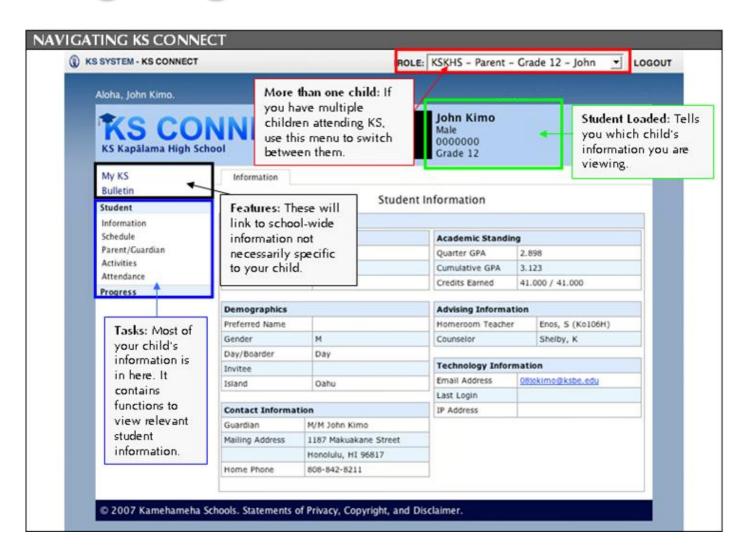
Diagnosis			(For Internal Use)		
1.	Does account exist?	Yes	User ID: 23483		
2.	Is role active?	Yes	Role ID: 182560		
3.	Was the account activated?	Yes			
Your account appears to be working. Verify that you are logging in with your username as and the password you set when you activated your account. Perhaps you cannot remember your password? Click here to reset it.					

 Should you need to establish a <u>new</u> Parent Account, please contact the school office.

LOGGING INTO KS CONNECT

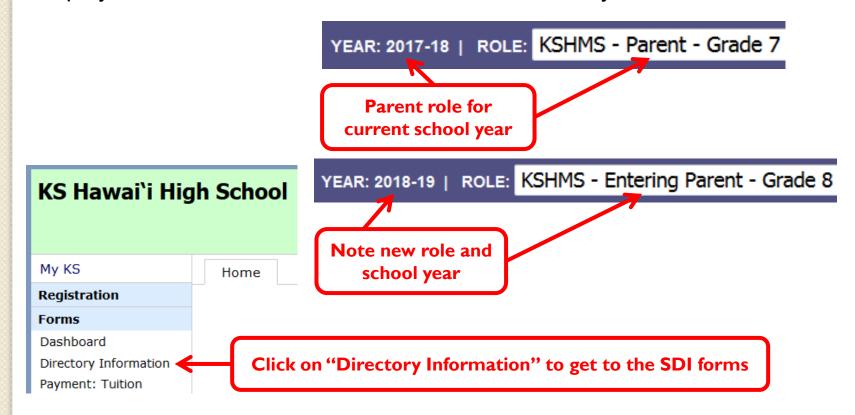
- I. Connect to http://connect.ksbe.edu/ in your Web browser
- 2. Enter your e-mail address and password in the labeled boxes. <u>Use your KS Connect Parent Account</u> (not your child's account). Remember that you set a password when you activated your account.
- 3. Click the "Login" button.

Navigating KS Connect



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".



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 <u>SDI Form</u> 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 I – 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 <u>have</u>
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.

Student ID Number **Parent/Guardian Information** CURRENT RECORD MODIFICATIONS (if any) Forms To Complete Parent's Relation To Student Parent/Guardian [Add] Relationship Father Father Yes O Yes No Resides With Mother Allowed Not Allowed Household Sibling This parent/guardian is an Yes O No Religious Affiliation alumna/alumnas of the Once all forms are completed, close Is this parent/guardian this window and click on the SDI currently in school? Forms tab to refresh the status table. Please list the highest grade or degree completed eneration Rirth Place Telephone Alternate Phone Residence Address Zip Code Work Informatio Employer Work Hours Work Address Special Contact Phone Numbers Pager Fax: Current information from KS Connect is listed below. Your e-mail address information must be correct

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 and correctly entered.
The email address entered is valid and is not the same for the other parents.

Kamehameha Schools Kapālama High School SY 2018-2019 Student Directory Information

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.

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.

Forms

name

Forms (click a form to edit)	Completed
Student	②
Parent/Guardian	0
Mother	0
Father	②
Household	②
Sibling	0
Religious Affiliation	②
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	0
Parent/Guardian	0
Mother	Ø
Father	Ø
Household	Ø
Sibling	Ø
Religious Affiliation	②
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, <u>crnicolas@ksbe.edu</u>
 - Kristen lida, <u>kriida@ksbe.edu</u>