

OOLR (ONLINE REGISTRATION) STAFF PROCESSING FOR K12 REFERENCE GUIDE FOR STAFF

Kamehameha Schools Infinite Campus (KSIC)

K12 ENROLLMENT OVERVIEW

Description

The Online Registration Staff Processing tool provides a way for Administrative Coordinator staff to review the applications that are entered using Online Registration.

Training Resources

<https://kb.infinitecampus.com/help/staff-processing>

<https://kb.infinitecampus.com/help/staff-processing#review-an-application>

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SECTION A | OLR (ONLINE REGISTRATION) STAFF PROCESSING FOR K12

Classic View Navigation: Census > Online Registration > Staff Processing

Below are the actions Staff can perform:

Review Application | Print Application | Update Application | Unsubmit Application | Delete Application | Post Batch Applications | Check Batch Qualification for Application

Resend Initial Email | Login As Parent/Guardian

1. Search for Applications
2. Review an Application
3. Submit an Application on Behalf of the Parent/Guardian
4. Delete an Application
5. Unsubmit an Application
6. Update an Application
7. Print an Application
8. Mark Applications with Link Errors
9. Mark Batch Applications
10. Post Batch Applications
11. Clear Batch Applications
12. Resend Initial Email
13. Log in as the Parent/Guardian

SECTION 1A | ONLINE REGISTRATION (OLR) SEARCH

This section is a two-step process: “Online Registration Search” allows searching OLRs for student/parent, for a school, for status type, etc., and OLRs in “Search Results” can be sorted within each column.

Items to Check:

- Select from drop list as appropriate.
- Select desired choice from drop list in each field.
- Sort applications in each column (optional).

Configuration Group is typically the next school year for campuses; select “Summer” for all summer programs. When “Exclude Posted Application” box is checked, approved applications will not appear in the search. “Include Unsubmitted Applications” when checked includes applications that are not complete or have not yet been started.

Staff Processing

The screenshot shows the 'Online Registration Search' interface. At the top, there are two tabs: 'Online Registration Search' (active) and 'Search Results'. Below the tabs, there is a search form with the following fields and options:

- Application Number:** A text input field.
- OR --**: A red separator.
- Student Number:** A text input field.
- Student First Name:** A text input field.
- Student Last Name:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email Address:** A text input field with the value 'user@example.com'.
- Application Start:** A date picker with the value 'month/day/year'.
- Application End:** A date picker with the value 'month/day/year'.
- Configuration Group:** A dropdown menu with the value '2023-2024'.
- School:** A dropdown menu with the value 'All Schools'.
- Application Status:** A dropdown menu with the value 'Approved Returning Student'.
- Application Type:** A dropdown menu with the value 'All'.
- Address Status:** A dropdown menu.
- Max Applications Returned:** A dropdown menu with the value '100'.
- Exclude Posted Applications:** A checkbox that is currently unchecked.
- Only Applications with Health Conditions or Medications:** A checkbox that is currently unchecked.
- Include Unsubmitted Applications:** A checkbox that is currently unchecked.
- Use Enrolled School:** A checkbox that is currently checked.

At the bottom of the form, there are four buttons: 'Search Applications' (blue), 'Mark Batch Applications', 'Clear Batch Applications', and 'Mark Applications With Link Errors'.

Click on the Search Application” blue button. From the Search Results window, clicking on the category sorts applications (ascending/descending order).

Online Registration Search Search Results [Refresh Search](#)

Last Name ↑	First Name	Middle Name	DOB	Enrollment Calendar	Application School	Grade	Type
No records available.							

App #	Name	Status	Type	Date Submitted	Modified by	Date Last Processed	Comments
+ 17077	Cobb, Kelly	Duplicate	Existing	07/26/2023 10:00:00 PM	Melissa Maeda	07/31/2023 06:27:00 AM	Duplicate OLR #17078
+ 16315	Hema-Wilkinson, Denise	Duplicate	Existing	05/26/2023 03:20:00 PM	Melissa Maeda	05/31/2023 07:54:00 AM	Duplicate ~ See OLR #15923
+ 16180	Kanahele, Nanikamaikaimekaolu...	Duplicate	Existing	05/17/2023 10:25:00 AM	Melissa Maeda	05/24/2023 12:29:00 PM	Duplicate ~ See OLR #14489
+ 16179	Dalida, Robin-Ann	Duplicate	Existing	05/17/2023 06:36:00 AM	Melissa Maeda	05/24/2023 12:32:00 PM	Duplicate ~ See OLR #14859
+ 15003	Hardy, Jaclyn	Duplicate	Existing	05/03/2023 08:05:00 PM	Melissa Maeda	05/04/2023 02:09:00 PM	Duplicate ~ See OLR #13900
							Duplicate ~ See OLR #13900

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1 - 9 of 9 items

TERMINOLOGY

Terminology	Description
Application Number	System-assigned number associated with the application.
Student Number	Assigned KS ID# that is unique to each student.
Student First Name Student Last Name	Legally recognized name of the student.
First Name Last Name	Legally recognized name of the parent/guardian who entered the application.

Email Address	Email address entered when the application was created, usually of the parent/guardian.	
Application Start Application End	Date fields used as a range to return applications entered between the two dates.	
Configuration Group	The OLR Configuration Group.	
School	Lists the schools for which applications are returned.	
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses.	
	Status	Description
	Approved New Invitee	Manual approval by staff.
	Approved Returning Student	Manual approval by staff.
	Auto-Approved Returning	No changes so auto-approval (no review).
	Denied	N/A
	Duplicate	Duplicate – applies to new invitees only.
	Return to Parent	Staff reviews and returns OLR to parent for corrections/completion.
	Hold – Follow Up Needed	The application is in a hold status because of missing information or a missing district requirement. Staff is currently working on resolving issues/questions.
	New	N/A
	Posted	N/A
	Submitted-New	This status is assigned when a new invitee’s parent submits an application.
	Submitted-New Student	N/A
	Submitted-Existing	This status is assigned when a returning student’s parent submits an annual update without adding a new student.
	Submitted-Existing with Moved Household Member	N/A
	Submitted-Existing with New Students	N/A

	Link Error	This status is assigned when you manually mark applications with link errors. If you see this status, please contact SISOps team.
Application Type	Indicates the assigned type of application	
Address Status	Indicates the status of the address, whether it was changed or not.	
Max Application Returned	This field can be used to minimize a large number of returned applications in the search results area. Options include 100, 500, 1000 and all.	
Exclude Posted Applications	When marked, the search results return applications that have not posted.	
Only Applications with Health Conditions or Medications	When marked, only those applications that include health conditions or medications are returned.	
Include unsubmitted applications	When marked, the search results return applications that have been started but not completed. This option must be marked to include any unsubmitted applications in the results.	
Use Enrolled School	This option checks for enrollments in the same year as the OLR application year. Only enrollments with a service type that is enabled in the Eligible Enrollment Types OLR Configuration list are checked. Enrollments in Summer School calendars are excluded. These results are in addition to normal search results. This search applies to both New and Existing applications.	
Application Queue	If multiple queues exist for a school in which applications are held, choose the appropriate queue from which to return applications.	

SECTION 2A | REVIEW AN APPLICATION

Classic View: Census > Online Registration > Staff Processing

Select student application (from Search in prior section) and then complete the following steps to approve:

- 2A.1 Review Student Primary Household
- 2A.2 Review Parent/Legal Guardian
- 2A.3 Review Emergency Contact & Authorized Pickup
- 2A.4 Review Student Information
- 2A.5 Complete Review and Approve

2A.1 REVIEW STUDENT PRIMARY HOUSEHOLD

This section confirms the student’s primary phone number and physical / mailing addresses. The student may live in more than one household that will be reflected in Census. When a parent does not live in this primary household, this information can be shared in the next section: Parent/Legal Guardian.

Items to Check (edit information as necessary):

- Contact Preferences are selected (Emergency, High Priority and General boxes are checked).
- Address information is in the appropriate field.
- Entries should be in upper case and lower case (all CAPS is not acceptable).
- Diacritic marks should not be used.

CLASSIC VIEW NAVIGATION



Online Enrollment Registration Number

* Indicates a required field



TERMINOLOGY

Terminology	Definition
Physical Address	Residence address: household members reside here
Mailing Address	School communication may be mailed to this address
Primary Household (HH)	For OLR purposes, generally residence of person completing OLR who lives with student
Household ID	Household generated Identification number that is linked to family members
Address ID	Address generated Identification number that is linked to family members

1a. Primary Household Phone Number

Make sure that the Primary Household Phone Number is entered correctly, and “Contact Preferences” boxes are checked. (Note: Parents may not want too many messages. **At the very least, the Emergency, High Priority and General boxes should be checked.**)

Infinite Campus Online Registration Online Enrollment Registration Number 6857

* Indicates a required field

▼ Student(s) Primary Household ✓ Parent/Legal Guardian ✓ Emergency Contact and Authorized Pickup ✓ Student ✓ Review

Staff Approval

▼ Primary Household Phone Number

Primary Household Phone Number

(808) 123 4567

Contact Preferences							
	Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Text(SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Description of Contact Preferences:
Emergency - Marking this checkbox will use this method of contact for emergency messages.
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
Attendance - Marking this checkbox will use this method of contact for attendance messages.
Behavior - Marking this checkbox will use this method of contact for behavior messages.
General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the School or District.
Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
Private - Mark if number should be listed as private.

Households in Infinite Campus include three (3) key pieces of data - primary household number, physical/mailling address, and all members who may be in the home.
Household information is used to connect individuals living at the same address.

Next >

Physical Address
Mailing Address

Save/Continue

Continue to the next tab by clicking on “Next” after checking and correcting items.

1b. Physical Address

If address has not changed, continue to the next pleat by clicking on “Next”.

* Indicates a required field

The screenshot shows a progress bar at the top with five steps: 'Student(s) Primary Household' (active), 'Parent/Legal Guardian', 'Emergency Contact and Authorized Pickup', 'Student', and 'Review'. Below the progress bar is a 'Staff Approval' button. The main form area is titled 'Primary Household Phone Number' and 'Physical Address'. The 'Physical Address' section contains the text: 'Your address as listed in the Portal. 65-1305 Kawaihae Rd Tamarack Pines B-4 Kamuela, HI 96743'. Below this is a checkbox labeled 'The home address listed is no longer current.' At the bottom of the form are 'Previous' and 'Next' buttons, and a blue link that says 'Household Linked to Id: 9198'. Below the form is a 'Mailing Address' section and a 'Save/Continue' button.

If physical address has changed, the box “The home address listed is no longer current” will be checked. A window with the new address will be displayed. Check the following:

- Address information is in the appropriate fields; correct as necessary.
- All caps and diacritic marks are corrected.

An alert message in blue text indicates that this address exists in IC and has been linked to the unique household address ID#. *In the Review section, determine whether the address should be linked or if more information is needed from parent submitting OLR. Parents and students each have unique ID# that are linked to unique household ID#. Any errors will display, and corrections must be made in the Review tab by linking or unlinking the ID#.*

Primary Household Phone Number

Physical Address

Your address as listed in the Portal.
65-1305 Kawaihae Rd Tamarack Pines B-4
Kamuela, HI 96743

The home address listed is no longer current.

Please enter the date that the mailing address became inactive for this Household.

*Please verify or add to the physical/residential address information listed below. Please update any information that is incorrect.
Please do not enter the entire address into the Street Name field.

Example: If you live at 1234 East Aloha Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Aloha should be entered into the Street Name Only field, and St should be entered in the St, Ave, Blvd, etc. field.

Street Number	N,S,E,W	Street Name Only	St, Ave, Blvd, etc.	N,S,E,W	Apartment
123					
City	State	Zip	Ext.		

Click on your address if it appears in box.

- 1 Keahole Pl Apt. 1307, Honolulu, HI 96825
- 1 Ho Eha Ili Wy, Wailuku, HI 96793 9245
- 1 Ho Eha Ili Wy, Wailuku, HI 96793
- 1 Christ Church Ln, Grosse Pointe Farms, MI 48236 3801
- 11 Upu Pl, Kula, HI 96790 8070

Your address as entered above.
123

Household Linked to Id: 9198

Mailing Address

* Indicates a required field



Primary Household Phone Number

Physical Address

Your address as listed in the Portal.
65-1305 Kawaihae Rd Tamarack Pins B-4
Kamuela, HI 96743

The home address listed is no longer current.

Please enter the date that the mailing address became inactive for this Household.

*Please verify or add to the physical/residential address information listed below. Please update any information that is incorrect. Please do not enter the entire address into the Street Name field.
Example: If you live at 1234 East Aloha Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Aloha should be entered into the Street Name Only field, and St should be entered in the St, Ave, Blvd, etc. field.

Street Number	N,S,E,W	Street Name Only	St, Ave, Blvd, etc.	N,S,E,W	Apartment
65-1305 *	▼	Kawaihae Rd *	▼	▼	Tamarack Pins B-4

City: Kamuela * State: HI * Zip: 96743 * Ext.:

Clear Address Fields

Click on your address if it appears in box.

Your address as entered above.
65-1305 Kawaihae Rd Apt. Tamarack Pins B-4
Kamuela, HI 96743

Previous Next

Household Linked to Id: 9198

Mailing Address

Save/Continue

Street Number	N,S,E,W	Street Name Only	St, Ave, Blvd, etc.	N,S,E,W	Apartment
65-1305 *	▼	Kawaihae Rd *	▼	▼	Tamarack Pins B-4

City: Kamuela * State: HI * Zip: 96743 * Ext.:

Clear Address Fields

Click on your address if it appears in box.

Your address as entered above.
65-1305 Kawaihae Rd Apt. Tamarack Pins B-4
Kamuela, HI 96743

Previous Next

Household Linked to Id: 9198

La
Ln
Loop
Mews
Mbtwy
Oval
Ovps
Park
Pass
Path
Pke
Pkwvy
Pl
Plz
Rd
Row
Rue
Skwy
Sq
St

When reviewing the text fields make sure the address is entered correctly. In the example above, the Street Name Only text field should be

“Kawaihae” while “Rd.” should be in the field to the right. Correct as appropriate. The address displayed once the fields are complete may look the same whether text boxes were filled correctly so it is important to review the fields.

Continue to the next pleat by clicking on “Next” after checking and correcting items.

1c. Mailing Address

If the box “The household has no separate Mailing Address” is checked, continue to the next pleat by clicking on “Next”.

Checking Post Office Box will prompt a specific text field to be entered; unchecking will display the whole text field for a specific address for the P.O. Box. For HC or RR addresses, the HC / RR and number should be entered in the “Street Number” field and number in the “Street Name Only” field. Check the following:

- Address information is in the appropriate fields; correct as necessary.
- All caps are corrected.

▼ Student(s) Primary Household ✓ Parent/Legal Guardian ✓ Emergency Contact and Authorized Pickup ✓ Student ✓ Review

Staff Approval

Primary Household Phone Number

Physical Address

Mailing Address

Your mailing address as listed in the Portal.
R.O. Box 6935
Kamuela, HI 96743

The mailing address listed is no longer current.

Please enter the date that the address became inactive for this household.

Please use the address editor below to enter your address. You will see the formatted Postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".
Please do not enter the entire address into the Street Name field.
Example: If you live at 1234 East Aloha Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Aloha should be entered into the Street Name Only field, and St should be entered in the St, Ave, Blvd, etc. field.
For HC addresses, please enter "HC" and number in the "Street Number" field and "Box" and number in the "Street Name Only" field.

The household has no separate Mailing Address.

Post Office Box Post Office Box or Street Number

City State Zip Ext.

Clear Address Fields

Click on your address if it appears in box.

Your address as entered above.

Previous

Save/Continue

Infinite Campus Online Registration Online Enrollment Registration Number 5835

* Indicates a required field

Student(s) Primary Household
Parent/Legal Guardian
Emergency Contact and Authorized Pickup
Student
Review

Staff Approval

Primary Household Phone Number
 Physical Address
 Mailing Address

Please use the address editor below to enter your address. You will see the formatted Postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

Please do not enter the entire address into the Street Name field.

Example: If you live at 1234 East Aloha Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Aloha should be entered into the Street Name Only field, and St should be entered in the St, Ave, Blvd, etc. field.

For HC addresses, please enter "HC" and number in the "Street Number" field and "Box" and number in the "Street Name Only" field.

The household has no separate Mailing Address.

Post Office Box
 Post Office Box or Street Number
 N,S,E,W
 Street Name Only
 St, Ave, Blvd, etc.
 N,S,E,W
 Apartment

City
 State
 Zip
 Ext.

Click on your address if it appears in box.

- 4 Omao St, Hilo, HI 96720 1915
- 5 Alau St, Hana, HI 96713
- 5 Kino St, Makawao, HI 96768
- 3 Hunt St, Fort Bragg, NC 28307
- 4 Waiea Pl, Hilo, HI 96720 1925

Your address as entered above.

An alert message in blue text indicates that this address exists in IC and has been linked to the unique address ID#. *In the Review section, determine whether the address should be linked or if more information is needed from parent submitting OLR. Parents and students each have unique ID# that are linked to unique household ID#. Any errors will be display and corrections must be made in the review tab.*

This is the end of the section. Click "Save/Continue".

SCENARIOS: STUDENT PRIMARY HOUSEHOLD


Scenario	Resolution & Action
Parent does not check box "The household has no separate Mailing Address" AND provide the same mailing address	Check the box "The household has not separate Mailing Address"; the window will be removed automatically.
"The home address listed is no longer current" box is checked, and the address is the same as the old one.	Uncheck the box "The Home address listed is no longer current".

2A.2 REVIEW PARENT/LEGAL GUARDIAN

This section provides information for the parent(s)/legal guardian(s) of the student. The parent submitting the OLR must include all legal guardians in this section and provide contact information that the school requires for communication. New Invitee OLRs have the option of adding parent/legal guardian; returning OLRs cannot add parent. **NOTE:** Adults who are not legal guardians should not be listed in this section.

To confirm legal guardians: use the Custodial Information tab in Census for Returning Students; use the HVS Custodial Info Reference Tool for New Invitees.

Items to Check (edit Information as necessary and contact parent(s) when more information is needed):

- All parents/legal guardians are  completed.
- Only legal guardians should be listed.
- All required fields are filled in.
- Contact information is not shared between parents/guardians: aka cell #, email address.
- Contact Preferences are selected: Emergency, High Priority and General boxes checked.
- Address information is in the appropriate field.
- Entries should be in upper case and lower case (all CAPS is not acceptable).

CLASSIC VIEW NAVIGATION



Online Enrollment Registration Number

* Indicates a required field



TERMINOLOGY

Terminology	Definition
Parent	Mother or Father identified on birth certificate or another legal document. In the enrollment process, legal and physical custody is not considered.
Legal Guardian	Person identified as a legal guardian that has legal custody as established by HVS upon review of legal document(s).

HVS Custodial Information Reference Tool	Tool used to confirm parent/legal guardians for New Invitees. Persons listed in this tool have been vetted by HVS and considered best information at this time.
Emergency Contact Preference	Marking this checkbox will use this method of contact for emergency messages.
High Priority Contact Preference	Marking this checkbox will use this method of contact for messages labeled a High Priority Notification.
General Contact Preference	Marking this checkbox will use this method of contact for general school messages.

Infinite Campus Online Registration Online Enrollment Registration Number 17244

* Indicates a required field

Student(s) Primary Household
 Parent/Legal Guardian
 Emergency Contact and Authorized Pickup
 Student
 Review
 Staff Approval

Parent/Legal Guardian

First Name	Last Name	Gender	Completed	Record Type	Linked to Campus Name.
Nicole	Kawasaki	F	✓	New	Nicole Kawasaki
Joel	Kawasaki	M	✓	New	Joel Kawasaki

Please list all primary Parent/Legal Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

To check a parent, click Edit/Review.

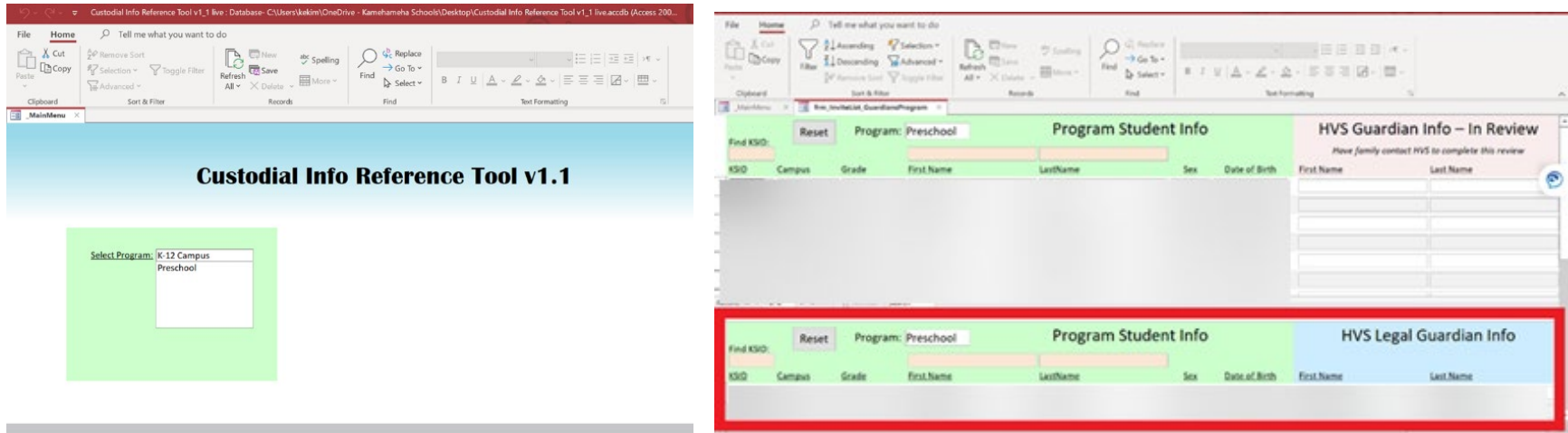
HVS CUSTODIAL INFO REFERENCE TOOL (New Invitees only)

Once access to the tool is provided by HVS, upload the reference tool directly on your computer screen using the link below.

Reference Tool link: \\kpfs1\public\teams\Custodial File Exchange\HVS SHARE_CUSTODY

The HVS Reference Tool is used to confirm that the person submitting New Invitee OLR has legal custody of student. It can also be used to confirm parent / legal guardians identified in the Parent / Legal Guardian section of OLR. You will need to select the appropriate program and school.

Note: When accessing the tool remotely, it may take 10-15 minutes load



CUSTODIAL INFORMATION (Returning Students)

When in doubt, the Custodial Information tab may be used to confirm that the person submitting OLR has legal custody of student. It can also be used to confirm parent / legal guardians identified in the Parent / Legal Guardian section of OLR.

The tab is located under Index > Census > People. Search All People and enter name of student in the search field. Click on Custodial Information tab.

Lani-Montira , Laulea K
 Grade: 09 #1158417 DOB: 04/23/2009 Gender: F

School Choice Credentials Overrides Fees ID History Person Documents Schedule Payments Impact Aid Military Connections

Parent Information Legal Guardian Information Primary Payer FACTS Management Link Emergency Contact Information SIF Person Data Contact Log

Demographics Identities Households Relationships **Custodial Information** Enrollments District Employment District Assignments

Custodial Information

Name	Relation	Effective Date	Expiration Date	Status	Guardian	Mailing	Portal	Messenger	TRO/PRO	Legal Custody	Physical Custody	Financial	School Records	Medical Records
▼ Current														
Lani-Montira, Gary	Father	04/28/20...		Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lani-Montira, Melissa Leialoha	Mother	04/28/20...		Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2a. Demographics

Parents/Guardian listed here may not always live in the same household. The box is checked if parent lives at the physical address identified in section 1.

If the box is not checked and “I will not provide an address for this parent” box is not checked, a window will display parent address. Check the following:

- Address information is in the appropriate fields; correct as necessary.
- All caps are corrected.

If the “I will not provide an address for this parent” box is checked, follow up to secure address is required after enrollment closes. Call to parent is appropriate to get Mailing Address and Physical Address.

Parent/Legal Guardian Name: Ciana Puniwai-Yagin

Demographics

Enter the Parent/Legal Guardian you wish to enter. Please review and complete the following:

First Name	Ciana
Middle Name	
Last Name	Puniwai-Yagin
Suffix	
Title	
Preferred Name	
Date of Birth	05/22/1993
Gender at Birth	Female
Preferred Gender	
Preferred Pronouns	
Marital Status	Never Married

Please check this box if this person lives at the address listed below.

60 Aloheloani St
Hilo, HI 96720

Linked to personID 87360, Ciana Puniwai-Yagin

Next >

Demographics Continued Page 2

Contact Information

Cancel Save/Continue

Parent/Legal Guardian Name: Meilani Ann Ferguson

Demographics

Enter the Parent/Legal Guardian you wish to enter. Please review and complete the following:

First Name	Meilani Ann
Middle Name	
Last Name	Ferguson
Suffix	
Title	Mrs.
Preferred Name	
Date of Birth	06/21/1982
Gender at Birth	Female
Preferred Gender	
Preferred Pronouns	
Marital Status	Married

Please check this box if this person lives at the address listed below.

143 Punahale St
Hilo, HI 96720

I will not provide an address for this parent.

Please use the address editor below to enter your address. You will see the formatted Postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save". Please do not enter the entire address into the Street Name field. **Example:** If you live at 1234 East Aloha Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Aloha should be entered into the Street Name Only field, and St should be entered in the St, Ave, Blvd, etc. field.

Street Number	N,S,E,W	Street Name Only	St, Ave, Blvd, etc.	N,S,E,W	Apartment
City	State	Zip	Ext.		

Clear Address Fields

Click on your address if it appears in box.

Phone Number () -

Link Person UnLink Person

An alert message in blue text indicates that person exists in IC and has been linked to the unique person ID#. *In the Review section, determine whether the person should be linked; more information may be needed.*

Continue to the next pleat by clicking on "Next" after checking and correcting items.

2b. Demographics Continued Page 2

Most of the fields are optional on this page.

Demographics Continued Page 2

Is this parent/legal guardian currently employed?

Yes
 No

Employer: Kaiser Affiliate Behavioral
Occupation: LCSW Private Practice
Work Hours From:
Work Hours To:
Work Address:
Work City:
Work State:
Work Zip Code:

Is this parent/legal guardian currently attending school?

Yes
 No

Please select the highest grade or degree completed by this parent/legal guardian.

Combined Yearly Income of Parents/Legal Guardians

Is this parent/legal guardian a graduate of Kamehameha Schools?

Yes
 No

Continue to the next pleat by clicking on “Next” after checking and correcting items.

2c. Contact Information

Make sure that the Phone Numbers are entered correctly, and “Contact Preferences” boxes are checked.

Parents who are employed at Kamehameha Schools must use their ksbe.edu email as the Email Address; their personal email is the Secondary Email.

Note: Parents may not want too many messages. At the very least the Emergency, High Priority and General boxes should be checked for phone numbers and emails.

Contact Information

Enter the contact information and preferences on how to receive different types of messages for this parent/legal guardian.

Each parent/legal guardian is required to enter separate email addresses. Infinite Campus will not accept duplicate or shared email addresses as these will be utilized to create individual KS portal accounts.

At least one Phone Number is required.*

Cell Phone: (619) 952 - 3420

Work Phone: () - x

Other Phone: (808) 935 - 3490 x

Is this parent/legal guardian currently employed at Kamehameha Schools?
 Yes
 No

Email Address: cianaloha@gmail.com

Secondary Email:

Contact Preferences

	Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(SMS)Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(SMS)Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences:
Emergency - Marking this checkbox will use this method of contact for emergency messages.
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
Attendance - Marking this checkbox will use this method of contact for attendance messages.
Behavior - Marking this checkbox will use this method of contact for behavior messages.
General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the School or District.
Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
Private - Mark if number or email should be listed as private.

This is the end of the section. Click “Save/Continue”. If there is more than one parent/legal guardian listed, repeat the process.

****Notes**:** Parents may be able to submit regardless of missing required fields. Please check to make sure all boxes with the red asterisk are filled out. If required information is missing, the parent/legal guardian tab label on the top will be red and not green.

SCENARIOS: PARENT/LEGAL GUARDIANS

Scenario	Resolution & Action
Missing parent/legal guardian	<p>Actions Available:</p> <ul style="list-style-type: none"> • Contact parent directly (OLR status “Hold” in the Review section). • Return OLR to parent (resend link if New Invitee from the application search window). <p>Contact Parent:</p> <ul style="list-style-type: none"> • If New Invitee, secure contact information for missing parent. Add other parent and fill in contact information. If there is a delay, OLR application status is Hold: Review section in OLR, select “Hold” from status drop list. • If Continuing Student, check whether missing parent is added as an Emergency Contact/Authorized Pickup. Need to follow up and refresh Census. If added here, address can be found in Emergency Contact Information tab. Forward information on missing parent in OLR to SISOPS@ksbe.edu. Parents cannot be added for Continuing Students.

Return OLR for New Invitee:

- Select from Status drop list “Return to Parent”. Add information in Comments box; this is notes for staff on what’s still missing & why OLR is returned and can be viewed in the Search Results Comments column. Email Comments box is the message that will be sent via email to parent regarding why OLR is being returned; be sure to include your name and contact information (email and/or phone #) so parent can contact as needed.

* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Legal Guardian
➤ Emergency Contact and Authorized Pickup
✓ Student
✓ Review

▼ Staff Approval

Current Application Status: Hold - Follow Up Needed
 New Application Status: Return to Parent
 Comments: Hold for HVS review
 Email Comments:
Email comments are visible to parents in emails if configured.

Back Save

- Then from the Search Results tab, select “Resend Initial Email”. The email with the link to the OLR will resent.

Online Registration Search Search Results Refresh Search

Last Name ↑	First Name	Middle Name	DOB	Enrollment Calendar	Application School	Grade	Type
Quilcho	Cristiano	Anthony Kaulupono	04/26/2019	23-24 PS Keaukaha	KS Preschool	P4	Existing

App #	Name	Status	Type	Date Submitted <small>Url: 1c:13:14 1:14</small>	Modified by	Date Last Processed	Comments
+ 17233	Kaikana Kaholo, Sherice	Hold - Follow Up Needed	New	10/26/2023 02:36:00 PM	Stanley Nako	10/27/2023 10:11:00 AM	Hold for HVS review
+ 17213	Ramos, Cuitlahuac	Hold - Follow Up Needed	New	09/29/2023 01:30:00 PM	Stanley Nako	10/02/2023 10:35:00 AM	Hold for HVS review
+ 17157	Akiona, Jayrilyn	Denied	Existing	08/11/2023 09:32:00 AM	Stanley Nako	08/11/2023 09:54:00 AM	Returning SY 22-23 keiki; OLR not

Review Application Print Application Update Application Unsubmit Application Delete Application Post Batch Applications Check Batch Qualification for Application

Resend Initial Email Login As Parent/Guardian

1 - 25 of 43 items

	Do not return OLR to Returning Students when parent/guardian is missing in this section. Returning Students cannot add parents/legal guardians to this section. Follow-up on enrollment forms to ensure that all parent/legal guardians are listed for signature. Check that parent is not listed as emergency contact in OLR. Census refresh may be required.
Person listed as parent/legal guardian is not identified in the HVS Tool or in the Custodial Information tab.	For New Invitees, follow up with a call that people who are not legal guardians cannot be listed here. They can be listed an emergency contact. Assist with changes directly in OLR. Or return the OLR to parent following directions above “Return OLR for New Invitee”. Returning Students cannot revise the list. Post-OLR approval follow up required.
Parent will not provide address for another parent/legal guardian	Post-OLR approval follow up required with parent to secure mailing and physical addresses.
Parents sharing email address	Call and advise parents they must have separate personal emails. Secure new email and edit OLR application. Parent/legal guardians must have unique email address to access the Infinite Campus parent portal. The parent portal is used to electronically sign forms and check student information during the school year: grades, attendance, assignments, etc.,
When check box is not complete; yellow highlights	Check to make sure all required fields are filled out. If there are missing required fields either contact the parent to get the information or return the OLR to the parent to fill out themselves. Actions Available: <ul style="list-style-type: none"> ➤ Select from Status drop list “Hold”. Contact parent directly to get information needed (OLR status “Hold” in the Review section). After getting the information needed to complete the parent/legal guardian section from a parent/legal guardian you may enter the information into the OLR and continue with processing. ➤ Return OLR to parent requesting information required (resend link if New Invitee from the application search window). When returning the OLR leave a comment in the comment box so other staff know why the OLR was returned. In the email box please put a brief message so the parent has information about what is missing.

2A.3 REVIEW EMERGENCY CONTACT & AUTHORIZED PICKUP

This section requires parents to identify a minimum of 3 and up to a maximum of 7 Emergency Contacts or Emergency Contacts/Authorized Pickup so the school has a contact list if the parent(s) cannot be reached in an emergency. Contacts must be at least 18 years old. Students still in high school should not be listed as an emergency contact. Families who have difficulty meeting the minimum, should be directed to contact the school administration.

Items to Check (edit information as necessary and contact parent when more information is needed):

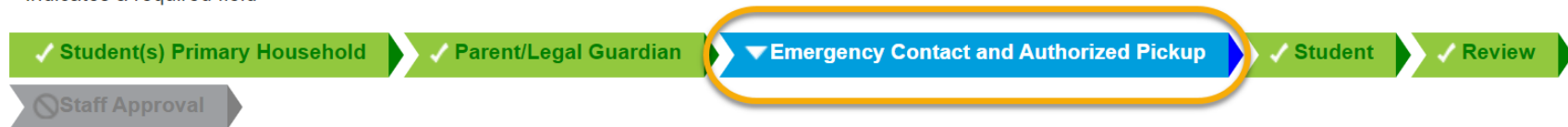
- All contacts are ✓ completed.
- Minimum of three Emergency Contacts that meet requirements.
 - 18 years or older
 - Not high school student
 - Not parent/legal guardian
- Contact information not shared: aka cell phone number, email address.
- Address information is in the appropriate field.
- Entries should be in upper case and lower case (all CAPS is not acceptable).

CLASSIC VIEW NAVIGATION



Online Enrollment Registration Number

* Indicates a required field



TERMINOLOGY

Terminology	Definition
Emergency Contact (EC)	Person for staff to contact when parent’s contact cannot be reached.
Emergency Contact/ Authorized Pickup (EC/AP)	Staff can release student to these designated contacts if parents are not available.

indicates a required item

✓ Student(s) Primary Household
✓ Parent/Legal Guardian
▼ Emergency Contact and Authorized Pickup
✓ Student

⊗ Staff Approval

Emergency Contact and Authorized Pickup

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact.	Linked to Campus Name.
Cynthia	Tafolla	F	✓	New		Edit/Review Cynthia Tafolla
Alberto	Aceves	M	✓	New		Edit/Review Alberto Aceves
Lella	Ibanez	F	✓	New		Edit/Review Lella Ibanez

Emergency Contact: In AN EMERGENCY, if parent/legal guardian cannot be contacted, please call one of the following Emergency Contacts listed. Emergency Contacts must be 18 years or older.
Emergency Contact and Authorized Pickup: Proper identification will be required before a student is released to persons who are designated with Authorized Pickup status.
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.
✓ - Indicates that person is completed.
 Kamehameha Schools requires a minimum of 3 Emergency Contacts. The maximum number of Emergency Contacts is 7

To check an emergency contact, click Edit/Review.

3a. Demographics

Parents have the option of deleting an emergency contact by checking the box “This person is no longer an Emergency Contact for any student(s) in this family. No further action is required.

Contact Name: Anthony Kassebeer

▼ Demographics

Please complete the following information for each Emergency Contact for this student(s).

First Name:
 Middle Name:
 Last Name:
 Suffix:
 Gender at Birth:
 Preferred Gender:
 Preferred Pronouns:
 Preferred Name:

This person is no longer an Emergency Contact for any student(s) in this family.

Linked to personID 71696, Anthony Kassebeer Jr.

[Next >](#)

▶ Contact Information

[Cancel](#) [Save/Continue](#)

An alert message in blue text indicates that person exists in IC and has been linked to the unique person ID#. *In the Review section, determine whether the person should be linked; more information may be needed.*

SCENARIOS: EMERGENCY CONTACTS & AUTHORIZED PICKUP

Scenario	Resolution & Action
<p>Minimum 3 emergency contacts not met</p>	<p>Actions Available:</p> <ul style="list-style-type: none"> • Contact parent directly (OLR status “Hold” in the Review section). • Return OLR to parent (resend link if New Invitee from the application search window). <p>Contact Parent:</p> <ul style="list-style-type: none"> • Secure minimum number of ECs with contact information. Add information in this section. If there is a delay, OLR application status is Hold: Review section in OLR, select “Hold” from status drop list. <p>Return OLR:</p> <ul style="list-style-type: none"> • Select from Status drop list “Return to Parent”. Add information in Comments box; this is notes for staff on what’s still missing & why OLR is returned and can be viewed in the Search Results Comments column. Email Comments box is the message that will be sent via email to parent regarding why OLR is being returned; be sure to include your name and contact information (email and/or phone #) so parent can contact as needed. <div data-bbox="604 771 1533 1149" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><small>* Indicates a required field</small></p> <p> ✔ Student(s) Primary Household ✔ Parent/Legal Guardian ✔ Emergency Contact and Authorized Pickup ✔ Student ✔ Review </p> <p> ▼ Staff Approval </p> <hr/> <p>Current Application Status: Hold - Follow Up Needed</p> <p>New Application Status: Return to Parent</p> <p>Comments: <input type="text" value="Hold for HR's review"/></p> <p>Email Comments: <input type="text"/></p> <p><small>Email comments are visible to parents in emails if configured.</small></p> <p> <input type="button" value="Back"/> <input type="button" value="Save"/> </p> </div> <ul style="list-style-type: none"> • For New Invitees only: Then from the Search Results tab, select “Resend Initial Email”. The email with the link to the OLR will resent.

The screenshot shows an 'Online Registration Search' interface. At the top, there is a search bar with 'Search Results' and a 'Refresh Search' button. Below this is a table with columns: Last Name, First Name, Middle Name, DOB, Enrollment Calendar, Application School, Grade, and Type. The first row shows: Quiocho, Cristiano, Anthony Kaulupono, 04/26/2019, 23-24 PS Keaukaha, KS Preschool, P4, Existing.

Below the search results is a table of application details with columns: App #, Name, Status, Type, Date Submitted, Modified by, Date Last Processed, and Comments. The first three rows are:

App #	Name	Status	Type	Date Submitted	Modified by	Date Last Processed	Comments
+ 17233	Kaikana Kaholo, Sherice	Hold - Follow Up Needed	New	10/26/2023 02:36:00 PM	Stanley Nako	10/27/2023 10:11:00 AM	Hold for HVS review
+ 17213	Ramos, Cultlahuic	Hold - Follow Up Needed	New	09/29/2023 01:30:00 PM	Stanley Nako	10/02/2023 10:35:00 AM	Hold for HVS review
+ 17157	Akiona, Jayrilyn	Denied	Existing	08/11/2023 09:32:00 AM	Stanley Nako	08/11/2023 09:54:00 AM	Returning SY 22-23 keiki, OLR not

At the bottom of the application details table, there are several action buttons: Review Application, Print Application, Update Application, Unsubmit Application, Delete Application, Post Batch Applications, and Check Batch Qualification for Application. Below these is a 'Resend Initial Email' button, which is highlighted with a yellow box, and a 'Login As Parent/Guardian' button.

Unable to provide 3 emergency contacts

OLR status “Hold” in the Review section until issue resolved. Contact administration for waiver/approval to proceed with enrollment process without the minimum contacts. Some administrators require written request by parent.

If < 3 approved, need to create EC using parent information. Delete non-household relationships from Relationships tab after enrollment window closes.

Sibling under 18 or still in high school listed as an emergency contact

Actions Available:

- Contact parent directly (OLR status “Hold” in the Review section).
- Return OLR to parent (resend link if New Invitee from the application search window).

Contact Parent:

- Request another emergency contact and secure contact information. Add new emergency contact and fill in contact information. If there is a delay, OLR application status is Hold: Review section in OLR, select “Hold” from status drop list.

Return OLR to Parent:

- Assign OLR application status as Return to Parent: Review section OLR, select “Return to Parent” from status drop list. Add internal comment for internal staff notification. Next add email comment for parent that emergency contact requirement has not been met; include name & contact information. Then monitor progress of OLR. If no progress after 5 days, contact parent.


	<ul style="list-style-type: none"> • For New Invitee only, “Resend Initial Email”. Button is in OLR Search Results. Search for OLR and select, then click on the button.
<p>Parent Legal/Guardian listed as emergency contact</p>	<p>Actions Available:</p> <ul style="list-style-type: none"> ➤ Contact parent directly (OLR status “Hold” in the Review section). ➤ Return OLR to parent (resend link if New Invitee from the application search window). ➤ Continue with OLR approval process (no parent action required). <p>Contact Parent:</p> <ul style="list-style-type: none"> • When minimum requirement is not met due to parent counted as an emergency contact, secure another emergency contact and contact information. Add new emergency contact and fill in contact information. Search Census for parent listed as emergency contact. If parent exists and contact information differs from OLR, confirm contact information, and refresh as necessary. If parent exists and contact information is the same, not action required. May need to refresh parent household information (non-household relationship will be established for parent listed as an emergency contact). Finally, inform parent to proceed to the next section in the OLR application. • For New Invitee only, inform parent that the other parent will be added to the Parent/Legal Guardian section. Add other parent here; may need more information to complete this section. • If parent shares that there are no other persons to contact for emergency, advise parent that administration must authorize waiver and that process will be delayed. Parent should wait for further instructions. Then Place OLR application on Hold: Review section in OLR, select “Hold” from status drop list. Next notify school office so that school administration is aware of the situation and may waive minimum. Once waiver is authorized, fill in Emergency Contacts with parent’s information. Finally, contact parent to proceed to the next section in the OLR application. <p>Return OLR to Parent:</p> <ul style="list-style-type: none"> • Assign OLR application status as Return to Parent: Review section OLR, select “Return to Parent” from status drop list. Add internal comment for internal staff notification. Next add email comment for parent explaining which emergency contact requirement has not been met; include name & contact information. Then monitor progress of OLR. If no progress after 5 days, contact parent. • For New Invitee only, include in email comment for parent to add parent in Parent/Legal Guardian section. Then “Resend Initial Email”. Button is in OLR Search Results. Search for OLR and select, then click on the button. <p>Continue with OLR approval process:</p> <ul style="list-style-type: none"> • If Returning Student and minimum requirement met with parent as emergency contact, allow parent to be listed here so that current contact information is collected. Make sure that the Emergency Priority

	<p>sequence is 1 or 2 for this parent in the Student section. Census refresh may be required for this parent (non-household relationship will be established for parent listed as an emergency contact).</p> <ul style="list-style-type: none"> • If New Invitee and minimum requirement met with parent as emergency contact, add this parent to Parent/Legal Guardian section and fill in contact information. Then remove parent from the Emergency Contact section. Make sure that the Emergency Priority sequence is 1 or 2 for this parent in the Student section. Census refresh may be required for this parent (non-household relationship will be established for parent listed as an emergency contact).
<p>When check box is not complete; yellow highlights</p>	<p>Check to make sure all required fields are filled out. If there are missing required fields either contact the parent to get the information or return the OLR to the parent to fill out themselves.</p> <p>Actions Available:</p> <ul style="list-style-type: none"> ➤ Select from Status drop list “Hold”. Contact parent directly to get information needed (OLR status “Hold” in the Review section). After getting the information needed to complete the emergency contact section from a parent/legal guardian you may enter the information into the OLR and continue with processing. ➤ Return OLR to parent requesting information required (resend link if New Invitee from the application search window). When returning the OLR leave a comment in the comment box so other staff know why the OLR was returned. In the email box please put a brief message so the parent has information about what is missing.

2A.4 REVIEW STUDENT

This section collects student information that the school will use to prepare for the school year. There may be up to 10 pleats (depending on new invitee/returning student and campus) that require parents to complete. Returning students in the same household each have their own set of pleats parents need to complete. New Invitees have separate OLRs to complete regardless of sibling is returning student.

Items to Check (edit information as necessary):

- All students are  completed.
- Contact information not shared: aka cell phone number, email address.
- Entries should be in upper case and lower case (all CAPS is not acceptable).
- Make sure all required fields are filled out.

CLASSIC VIEW NAVIGATION



Online Enrollment Registration Number

* Indicates a required field



TERMINOLOGY

Terminology	Definition
Contact Sequence	In an emergency when parents cannot be reach, sequence number prompts school to contact persons in the order specified by parent.

Student

First Name	Last Name	Gender	School	Completed	Record Type	Linked to Campus Name.
[Redacted]	[Redacted]	F	Kapalama HS	✓	Existing	Linah M Kitashima
[Redacted]	[Redacted]	M	Kapalama MS	✓	Existing	Matuanui Dan Kitashima

Please do not add additional students.
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.
 ✓ - Indicates that person is completed.

Back Save/Continue

To check a student, click Edit/Review.

4a. Demographics

Parents can select preferred gender and/or preferred pronoun other than “male” or “female”. Staff processing the OLR should notify designated administrator for instances when preferences does not match gender at birth. Campus to follow SOP business practices.

Student Name: _____

▼ **Demographics**

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If the student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

Legal First Name	<input type="text"/>	Gender at Birth	Female ▼	Grade Entering	06 ▼
Legal Middle Name	<input type="text"/>	Preferred Gender	Female ▼	School or Program*	Kapalama ES ▼
Legal Last Name	<input type="text"/>	Preferred Pronouns	▼		
Suffix	▼	Birth Date	03/19/2012		
Preferred Name	<input type="text"/>				
KS ID Number	<input type="text"/>				

Linked to personID 17372, Madison Eriko Kalena Kumai

An alert message in blue text indicates that person exists in IC and has been linked to the unique person ID#. In the Review section, determine whether the person should be linked; more information may be needed.

Continue to the next pleat by clicking on “Next” after checking and correcting items.

4b and 4c. Demographics

Some of the items on these pleats are required; others are not.

Continue to the next pleat by clicking on “Next” after checking and correcting items.

4d. Relationships - Parent/Legal Guardians

Make sure the parents/legal guardians have Contact Sequence 1 and 2. If only 1 parent/legal guardian, Contact Sequence is 1. Parent/legal guardians that don't have contact sequence 1 or 2, may not be listed for signature on enrollment forms or may have issues creating a KS Ohana Account.

Relationships - Parent/Legal Guardians

At least one person must be marked as 'Guardian'.

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	No Relationship
[Redacted]	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1	<input type="checkbox"/>
[Redacted]	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2	<input type="checkbox"/>

Description of Contact Preferences:

Adding a sequence number on contacts will prompt Kamehameha Schools' staff to contact these persons in the order that you specify. **Parent/Legal Guardians must be sequence 1 or 2 and the sequence numbers for Emergency Contacts will automatically populate following the number of Parent/Legal Guardians listed.** For example, if two Parent/Legal Guardians are listed, Emergency Contacts will begin with a sequence of 3.

Guardian - Marking this checkbox will flag this person as legal guardian to the student.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will flag this person as a Portal account, and this person will be able to view student information within the Portal for this student.

Messenger - Marking this checkbox will flag this person to receive messages from the Kamehameha Schools' messenger system.

Secondary Household - Marking this checkbox will indicate that the student has a secondary household membership with this person. e.g. Person shares joint custody at a separate address.

Contact Sequence - Adding a sequence number on contacts will prompt Kamehameha Schools' staff to contact these persons in the order that you specify. **Parent/Legal Guardians must be sequence 1 or 2 and the sequence numbers for Emergency Contacts will automatically populate following the number of Parent/Legal Guardians listed. For example, if two Parent/Legal Guardians are listed, Emergency Contacts will begin with a sequence of 3.**

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Previous Next

Continue to the next pleat by clicking on "Next" after checking and correcting items.

4e. Relationships - Emergency Contacts

Make sure all emergency contacts have a unique sequence number and no numbers are skipped. An emergency contact may have sequence number 2 when there is only one parent/legal guardian.

▼ Relationships - Emergency Contacts

A minimum of (3) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	No Relationship
[Redacted]	Emergency Contact and Authorized Pickup ▼	3 ▼	<input type="checkbox"/>
[Redacted]	Emergency Contact and Authorized Pickup ▼	4 ▼	<input type="checkbox"/>
[Redacted]	Emergency Contact and Authorized Pickup ▼	5 ▼	<input type="checkbox"/>

Note: Proper Identification will be required before a student is released to persons designated with Authorized Pickup status.

Description of Contact Preferences:
Contact Sequence - Adding a sequence number on contacts will prompt Kamehameha Schools' staff to contact these persons in the order that you specify. **Parent/Legal Guardians should start with a sequence of 1 and the sequence numbers for Emergency Contacts will automatically populate following the number of Parent/Legal Guardians listed.** For example, if two Parent/Legal Guardians are listed, Emergency Contacts will begin with a sequence of 3.
No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

◀ Previous Next ▶

Continue to the next pleat by clicking on “Next” after checking and correcting items.

4f. Relationships - Other

No action necessary.

Continue to the next pleat by clicking on “Next”.

4g. Student Services

No action necessary. Required ADA information for parents.

Continue to the next pleat by clicking on “Next”.

If this is the end of the section, click “Save/Continue”. If there is more than one student listed, repeat the process. If no, continue to the next pleat by clicking on “Next”.

4h. Language and 4i. Housing

No action necessary. These sections are only for New Invitees to complete.

Continue to the next pleat by clicking on “Next”.

If this is the end of the section, click “Save/Continue”. If there is more than one student listed, repeat the process. If no, continue to the next pleat by clicking on “Next”.

4j. Previous School

No action necessary. New Invitees only are required to complete this section.

Continue to the next pleat by clicking on “Next”.

4k. New Invitee - Consent for Release form

No action necessary. Parent must download the release form, complete, and submit to previous school. Optional upload of form. If form is uploaded, it can be found in the Person Documents in Student Info > General.

If this is the end of the section, click “Save/Continue”. If there is more than one student listed, repeat the process. If no, continue to the next pleat by clicking on “Next”.

4l. Transportation

No action necessary. Transportation request is only available for Maui K-12 students.

If this is the end of the section, click “Save/Continue”. If there is more than one student listed, repeat the process.

****Notes**:** Parents may be able to submit regardless of missing required fields. Please check to make sure all boxes with the red asterisk are filled out. If required information is missing, the student tab label on the top will be red and not green.

SCENARIOS: STUDENT INFORMATION

Scenario	Resolution & Action
Consent for Release form is not uploaded	No action required. This is optional. Parent must provide previous school with a Consent for Release form so that cumulative information can be sent to KS.
Parent has identified preferred gender and/or preferred pronoun for student	Notify school office for this request only when gender at birth is different from the requested preference.

<p>When check box is not complete; yellow highlights</p>	<p>Check to make sure all required fields are filled out. If there are missing required fields either contact the parent to get the information or return the OLR to the parent to fill out themselves.</p> <p>Actions Available:</p> <ul style="list-style-type: none"> ➤ Select from Status drop list “Hold”. Contact parent directly to get information needed (OLR status “Hold” in the Review section). After getting the information needed to complete the student section from a parent/legal guardian you may enter the information into the OLR and continue with processing. ➤ Return OLR to parent requesting information required (resend link if New Invitee from the application search window). When returning the OLR leave a comment in the comment box so other staff know why the OLR was returned. In the email box please put a brief message so the parent has information about what is missing.
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2A.5 COMPLETE REVIEW AND APPROVE

This section summarizes the preceding four sections. The most important component of this section is to determine whether to link or unlink records to avoid duplicating or inadvertent merging of people, households, and/or addresses.

Items to check for Linking/Unlinking:

- Read risk messages carefully to determine whether to link or unlink households, addresses and/or persons.
- New invitees may already have an existing household and already linked to that household: previously enrolled in a KS program, family member already in system (i.e., sibling enrolled in KS program).
- Multiple households living at the same address must not be linked to other households; address maybe linked.
- Persons with similar names must be reviewed carefully before linking/unlinking (i.e., father & son with same first & last name).

CLASSIC VIEW NAVIGATION



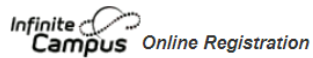
Online Enrollment Registration Number

* Indicates a required field



TERMINOLOGY

Terminology	Definition
High Risk	Red - High risk of data duplication if record not linked
Moderate Risk	Orange - Moderate risk of data duplication if record not linked
Minimal Risk	Blue - Minimal risk of data duplication if record not linked
Household	For OLR purposes, generally residence of person completing OLR who lives with student
Home Address	Primary Address of household that is the physical address
Secondary Household & Address	Household and address belonging to parent/guardian not living at same Home Address



Online Enrollment Registration Number :

* Indicates a required field



Step 1. Household

Each household has a unique Infinite Campus ID#. A NEW household record and household ID# will be created if household does not exist in IC. Be aware that a NEW household record and household ID# may be created when household information changes such as phone number or address; the new record and ID# may need to be unlinked then linked to the existing household. Issues will occur when a new household is created, and this household already exists in the system resulting in duplicate households. Existing household with no changes will be automatically linked; no action required if link has been made in the system.

Linking a household: If there is a **High Risk** for duplication (aka the household already exists), click on the “Link Household” button, review all households from the drop list, and link to appropriate household by selecting the correct row and clicking the Link button on the bottom left of drop list.

- Example: The OLR was submitted by Ho, Geoffrey. The screen shot below is the Household drop list that identifies multiple entries of the same household. Select the one that has the most matches to Geoffrey: Family Member as all other information is identical. Household #9328 should be linked.

Household

Household phone number in application: (808)256-8255

The Household record is linked to a Campus record. HouseholdID 13443 will be updated when the application is posted.

End Date all previous Household Locations records for this household

Link Household  Unlink Household 

Select a Household to link

Address	Household Name	Family Member	Phone Number	HouseholdId
1167 Kahului St, Honolulu HI	Ho,Honda	Ho, Geoffrey	(808)256-8255	9328
1167 Kahului St, Honolulu HI	Ho,Honda	Ho, Nicholas	(808)256-8255	9328
1167 Kahului St, Honolulu HI	Ho,Honda	Honda, Colette	(808)256-8255	9328
1167 Kahului St, Honolulu HI	Ho,Honda	Phone Match	(808)256-8255	9328
No current Household address	Honda,1644287	Phone Match	(808)256-8255	13443

Link Cancel Override HouseholdID(Household Phone Number() Name Search

Household

Household phone number in application: (808)937-2136

The Household record is linked to a Campus record. HouseholdID 6621 will be updated when the application is posted.

End Date all previous Household Locations records for this household

Link Household  Unlink Household 

And if the household address is changed in the OLR, check “End Date all previous Household Locations records for this household” box.

Optional - Looking up a Household in Infinite Campus:

- Use the household ID # (Household Name or Family Member) from the drop list and search for the Household: Index > Census > Household then Search.
- Check members in the household and OLR whether they are the same.
- Hover over the Household name. You will see the Household ID number, make sure they are the same on the OLR.

The screenshot shows the Infinite Campus interface. At the top, there are filters for Year (23-24), School (All Schools), and Calendar (All Calendars). Below this is a search bar with 'Household' selected and 'Ho, Geoffrey' entered. The search results show two households: 'Ho,1141168' and 'Ho,Honda'. The 'Ho,Honda' household is highlighted. A modal window titled 'Household Information' is open, showing details for 'Ho, Honda' with phone number (808) 256-8255. The modal includes fields for Name, Phone Number, Private status, and Comments. A note at the bottom of the modal states '- Modified by: Raymond, Stacey 05/31/2022 14:30'.

Unlinking Household: If the linked household is determined not the same, click on the “Unlink Household” button.

This screenshot shows a household record with a warning message: 'Household phone number in application: (808)936-1260. The Household record is linked to a Campus record. HouseholdID 10576 will be updated when the application is posted.' Below the message is a checkbox labeled 'End Date all previous Household Locations records for this household'. At the bottom right, there are two buttons: 'Link Household' and 'Unlink Household'.

Step 2. Home Address

Each address has a unique Infinite Campus ID#. A NEW address record and address ID# will be created if address does not exist in IC. Existing address will be automatically linked; no action required if link has been made in the system.

Linking / Unlinking home address: If there is a High Risk for duplication (aka the address already exists), click on the “Link Address” button on the right, review all address associated with the household from the drop list, and

- Link to appropriate address by selecting the correct row and clicking the Link Address Only OR link to appropriate address and household by selecting the Link Address and Household button; both buttons are on the bottom left of drop list.
- Unlink address and household by clicking on the Unlink Address and Household button.

Example: Link Address Only when the address, household name, and phone number are the same in the OLR. Aka multiple households sharing the same address.

Example: Link Address and Household when the address, household name, phone number, and Household ID are the same in OLR.

Home Address

99-040 Kauhale St 474
Aiea, HI 96701

The Home Address record is not linked to a Campus record. A new address record will be created when the application is posted.

Link Address ✓
Unlink Address and Household ✕

Select an Address to link

Street	Apt	City	State	Zip	Household Name	Phone	AddressId	HouseholdId
98-116 Kaahale Pl		Aiea	HI	96701	Nalalaelua	(808)485-1502	8117	7401
99-012 Kauhale St	F	Aiea	HI	96701	Lerma,1165040,1172923	(808)779-3408	9661	282
99-012 Kauhale St	F	Aiea	HI	96701-3085			4514	
98-1912 Kaulahao St		Aiea	HI	96701-1653	Santos,Tomokiyo,1628420	(808)429-9449	9151	8548
98-118 Kihale St		Aiea	HI	96701-4325	Kam,1161634	(808)358-0606	4397	5152
98-331 Kilihe Wy		Aiea	HI	96701	Nahoopii-Dias,1158265	(808)277-9758	8587	8170
98495 Kiliohu Loop		Aiea	HI	96701	Kane,Kane-Souza	(808)782-6523	14712	12841
98-1226 Kulawai St		Aiea	HI	96701	Purcell,1159408,1167547	(808)295-1641	4400	6579
99-353 Kulawea Pl		Aiea	HI	96701-3602	Nakamura-Lee,1173357	(808)292-1253	4531	2411

Link Address Only | Link Address and Household | Cancel

Linking address only is used when an address is shared with another household.

Linking address and household is used when the household should be linked with the address.

Step 3. Mailing

If the family has a different mailing address from the home address, it will appear in this section. Each address has a unique Infinite Campus ID#. A NEW address record and address ID# will be created if address does not exist in IC. Existing address will be automatically linked; no action required if link has been made in the system.

Linking / Unlinking Mailing Address: If there is a High Risk for duplication (i.e., the address already exists), click on the “Link Address” button, review all address associated with the household from the drop list, and link to appropriate address/household by selecting the correct row. Buttons are on the bottom left of drop list.

- Link to appropriate address by selecting the correct row and clicking the “Link Address Only” when multiple families share the address; households will have different ID#s.

- Link to appropriate address and household by selecting the correct row and clicking the “Link Address” and Household button when the address and household belong to the same family.
- Unlink address by clicking on the Unlink Address button.

- linking address only

Mailing Address

P.O. Box Po Box 474
Aiea, HI 96701 0474

The Mailing Address record is not linked to a Campus record. A new address record will be created when the application is posted.

Link Address
Unlink Address

Select an Address to link

Street	Apt	City	State	Zip	Household Name	Phone	AddressId	HouseholdId
PO Box 821		Aiea	HI	96701	Kane	(808)341-2137	15103	13192

Link Address Only | Link Address and Household | Cancel

Secondary Households and Addresses

Williams, Katherine Elizabeth Yukie

This person has declined to provide their secondary household address.

Link Household
Unlink Household
Link Address
Unlink Address

- linking address and household

Step 4. Secondary Household and Addresses

If parent/legal guardian does not reside at the same address, that person will be identified in this section. Secondary household address must be different from the home address; sometimes the secondary household address is not reported; follow up to refresh Census. When a parent/ Guardian is removed from the primary household, an alert is posted: “Notice: This parent has been removed from the primary household” in red under that person’s name in the Parents/Guardians section.

Linking / Unlinking Household: If both parents reside separately, parents in secondary household should have a household ID# that is different from the primary household ID#.

- Link Household to parent in secondary household; household ID# should not be the same as primary household ID#. If the ID# is the same, Unlink Household.
- Link Address to parent in secondary household address; address ID# should not be the same as primary address ID#. If the ID# is the same, Unlink Address.

Secondary Households and Addresses

Jardine, Brenton
 55-472 Pomakai St
 HAW, HI 96719

Household phone number in application: (808)229-5715

The Secondary Household record is linked to a Campus record. HouseholdID 13391 will be updated when the application is posted.

The Secondary Household Address record is linked to a Campus record. AddressID 15567 will be updated when the application is posted.

Step 5. Parents / Guardians

People identified in this section are legal guardians of the student(s) and have been verified by HVS in the HVS Custodial Information Reference Tool or the Custodial Information tab. Each person has a unique Infinite Campus ID#. A NEW person record and person ID# will be created if person does not exist in IC. Existing person will be automatically linked; no action required if link has been made in the system. Person(s) identified in this section has legal custody of the student. Adults who reside with the student and do not have legal custody should not be listed here.

Linking Parent/Guardians: If there is a High Risk for duplication (i.e., the person already exists), click on the “Link Person” button, review all names from the drop list that match person in OLR. As a part of your review, click the “paper” icon under the “Details” column to open the “Person Summary Report” to match information in Person Summary Report and OLR. If a match is identified, select the matching row (row is highlighted) and click Link.

Parents / Guardians

Name	Gender	Birth Date	Linked To PersonID	
Kaikana Kaholo, Sherice	F	01/29/1987	A new person record will be created	<input type="button" value="Link Person"/> <input type="button" value="Unlink Person"/>
A Campus Person record has a very similar First Name and Last Name as this record (Minimal Risk)				
Avilla JR, Neal	M	04/10/1989	A new person record will be created	<input type="button" value="Link Person"/> <input type="button" value="Unlink Person"/>

Notice: This parent has been removed from the primary household.

Select a Person to link to Kaikana Kaholo, Sherice

Details	Last Name	First Name	Middle	DoB	Household	Address	Household Phone	PersonID
<input checked="" type="checkbox"/>	Kekahuna	Sean	Kalechano	06/25/2006				23510
<input type="checkbox"/>	Kekahuna	Seaniece	Laulea Rawlins	03/19/2003				3398
<input type="checkbox"/>	Kekona	Shaniece						84404
<input type="checkbox"/>	Kekona	Shawnte	M	02/09/2003				2550
<input type="checkbox"/>	Kekona	Shyla						82921
<input type="checkbox"/>	Kekona	Shyla-Ann		11/21/1990	Kekona,1651333	72 Maha Rd	(808)633-5611	33109
<input type="checkbox"/>	Koikoinui	Skylie	Nicole Navarro	01/30/2019	Ferreira-Koikoi,Navarro,1157248,2002045	84-531 Nukea St	(808)561-3779	61349
<input type="checkbox"/>	Kukonu	Shirley						54584
<input type="checkbox"/>	Kuwashima	Sheena						78538

Unlinking Parent/Guardians: If there duplication (i.e., the person already exists), click on the “Link Person” button, review all names from the drop list that match person in OLR. As a part of your review, click the “paper” icon under the “Details” column to open the “Person Summary Report” to is a risk

that person has been linked to “A Campus Person record has a very similar First Name and Last Name as this record” that should not be linked, click “Unlink Person”.

Step 6. Emergency Contacts

Students must have a minimum of three or more Emergency Contacts. Contacts can be siblings and others who are 18 years who; contacts should not be high school students.

The person has a unique IC number. A NEW person record and IC person # will be created if the person does not exist in IC. Or person may already be linked to an existing person; no action required if link has been made in the system.

Linking Emergency Contacts and Authorized Pick-up: If there is a High Risk for match information in Person Summary Report and OLR. If a match is identified, select the matching row, and click Link.

Unlinking Emergency Contacts and Authorized Pick-up: If there is a risk that person has been linked to “A Campus Person record has a very similar First Name and Last Name as this record” that should not be linked, click “Unlink Person”.

[Link Household](#) [Unlink Household](#) [Link Address](#) [Unlink Address](#)

Parents / Guardians				
Name	Gender	Birth Date	Linked To PersonID	
Rubon, Aise Liliana	F	12/06/1967	88214	Link Person Unlink Person
Jardine, Brenton	M	05/08/1999	88218	Link Person Unlink Person
Notice: This parent has been removed from the primary household.				

Emergency Contacts				
Name	Gender	Birth Date	Linked To PersonID	
Rubon, Shydel Karena	F	12/01/1992	88216	Link Person Unlink Person
Farias, Chafene Ann	F		50464	Link Person Unlink Person
Rubon, Tiani	F		40916	Link Person Unlink Person
Montz-Santos, Makana	M	02/09/2004	88217	Link Person Unlink Person

Students					
Name	Gender	Birth Date	Grade Level	Linked To PersonID	
Jardine, Tanzen Lawrence Tait KamakanaOkalani	M	06/18/2019	P3	88215	Link Student Unlink Student

Description of Review
■ High risk of data duplication if record not linked
■ Moderate risk of data duplication if record not linked
■ Minimal risk of data duplication if record not linked

Step 7. Student

Student identified in this section may be a new invitee or continuing student. The person has a unique IC number. A NEW person record and IC person # will be created if the person does not exist in IC. Or person may already be linked to an existing person; no action required if link has been made in the system.

Linking a student: If there is a High Risk for duplication (aka the person already exists), click on the “Link Person” button, review all names from the drop list that match person in OLR. As a part of your review, click the “paper” icon under the “Details” column to open the “Person Summary Report” to match information in Person Summary Report and OLR. If a match is identified, select the matching row, and click Link.

Unlinking a student: If there is a risk that person has been linked to “A Campus Person record has a very similar First Name and Last Name as this record” that should not be linked, click “Unlink Person”.

Parents / Guardians					
Name	Gender	Birth Date	Linked To PersonID		
Rubon, Aisse Liliana	F	12/09/1997	88214	Link Person	Unlink Person
Jardine, Brenton	M	05/09/1999	88218	Link Person	Unlink Person
Notice: This parent has been removed from the primary household.					

Emergency Contacts					
Name	Gender	Birth Date	Linked To PersonID		
Rubon, Shyldele Kalena	F	12/01/1962	88216	Link Person	Unlink Person
Farias, Charlene Ann	F		56404	Link Person	Unlink Person
Rubon, Tiani	F		40916	Link Person	Unlink Person
Montz-Santos, Makana	M	02/06/2004	88217	Link Person	Unlink Person

Students					
Name	Gender	Birth Date	Grade Level	Linked To PersonID	
Jardine, Taizeen Lawrence Tait KamakahaOkalani	M	09/19/2019	P3	88215	Link Student Unlink Student

Description of Risks:
■ High risk of data duplication if record not linked
■ Moderate risk of data duplication if record not linked
■ Minimal risk of data duplication if record not linked
■ Indicates at least one medication or health condition was listed
■ Indicates a document was uploaded for the household, click to view

SCENARIOS: REVIEW & APPROVAL

Scenario	Resolution & Action
Person submitting OLR is not a legal guardian	<p>Actions Available:</p> <ul style="list-style-type: none"> • Contact parent directly (OLR status “Hold” in the Review section) • Return OLR to parent (resend link if New Invitee from the application search window) <p>Contact Parent:</p> <ul style="list-style-type: none"> • If New Invitee, secure contact information for missing parent. Add other parent and fill in contact information. If there is a delay, OLR application status is Hold: Review section in OLR, select “Hold” from status drop list. • Select from Status drop list “Hold”. If Continuing Student, check whether missing parent is added as an Emergency Contact/Authorized Pickup. Need to follow up and refresh Census. If added here, address can be found in Emergency Contact Information tab. Forward information on missing parent in OLR to SISOPS@ksbe.edu. Parents cannot be added for Continuing Students.

Return OLR for New Invitee:

- Select from Status drop list “Return to Parent”. Add information in Comments box; this is notes for staff on what’s still missing & why OLR is returned and can be viewed in the Search Results Comments column. Email Comments box is the message that will be sent via email to parent regarding why OLR is being returned; be sure to include your name and contact information (email and/or phone #) so parent can contact as needed.

* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Legal Guardian
✓ Emergency Contact and Authorized Pickup
✓ Student
✓ Review

▼ Staff Approval

Current Application Status: Hold - Follow Up Needed
 New Application Status: **Return to Parent**
 Comments: Hold for HVS review
 Email Comments:
Email comments are visible to parents in emails if configured.

Back Save

- Then from the Search Results tab, select “Resend Initial Email”. The email with the link to the OLR will resent.

Online Registration Search Search Results Refresh Search

Last Name ↑	First Name	Middle Name	DOB	Enrollment Calendar	Application School	Grade	Type
Quilcho	Cristiano	Anthony Kaulupono	04/26/2019	23-24 PS Keaukaha	KS Preschool	P4	Existing

App #	Name	Status	Type	Date Submitted <small>Url: 1 to 10 PM</small>	Modified by	Date Last Processed	Comments
+ 17233	Kaikana Kaholo, Sherice	Hold - Follow Up Needed	New	10/26/2023 02:36:00 PM	Stanley Nako	10/27/2023 10:11:00 AM	Hold for HVS review
+ 17213	Ramos, Cuitlahuic	Hold - Follow Up Needed	New	09/29/2023 01:30:00 PM	Stanley Nako	10/02/2023 10:35:00 AM	Hold for HVS review
+ 17157	Akiona, Jayrilyn	Denied	Existing	08/11/2023 09:32:00 AM	Stanley Nako	08/11/2023 09:54:00 AM	Returning SY 22-23 keiki; OLR not

1 - 25 of 43 items

Resend Initial Email
Print Application
Update Application
Unsubmit Application
Delete Application
Post Batch Applications
Check Batch Qualification for Application

Login As Parent/Guardian

	Do not return OLR to Returning Students when parent/guardian is missing in this section. Returning Students cannot add parents/legal guardians to this section. Follow-up on enrollment forms to ensure that all parent/legal guardians are listed for signature. Check that parent is not listed as emergency contact in OLR. Census refresh may be required.
Secondary Household Address is the same as the Primary Household Address	Check the box, “Please check this box if this person lives at the address listed below”, above the address window with the address fields completed. By checking the box, this indicates that the parents live at the same address. There is no secondary household address.
Unable to determine whether linked person with very similar name is the same or different person	Contact parent that submitted OLR to identify person listed. Link/unlink as appropriate.
Person listed as a parent/legal guardian is stepparent	Refer to parent/legal guardian scenario section.
Minimum 3 emergency contacts not met: <ul style="list-style-type: none"> • Parent listed as EC • Same EC listed more than once • Less than 3 submitted 	Refer to emergency contact and authorized pickup scenario section.

Step 8. Staff Approval

This section is used to identify the status of the OLR after the review. An OLR is considered complete when the status is “Approved New Invitee” or “Approved Returning Student” and the Save and Post button is clicked.

When the OLR is deemed incomplete, it can be returned to the parent to complete or held pending further information. These require actional steps: Return to Parent; Hold.

“Return to Parent” - Fill Comments and Email Comments boxes. The Comments field displays internally for staff: include reason for return. (staff name and date modified will display in OLR application Search Results window). The Email Comment field is the message to Parent: include directions and a staff contact number. Follow up required to ensure parent has received the returned OLR and/or is working to complete OLR. Otherwise, contacting parent directly is advised.

- For New Invitee, Resend Initial Email (button on OLR Search Results); email has link to OLR.
- Keep OLR application # or copy of the OLR for reference in case the parents reach out with questions.

* Indicates a required field



Current Application Status: Hold - Follow Up Needed

New Application Status: Return to Parent

Comments:

Email Comments:

Email comments are visible to parents in emails if configured.

“Hold - Follow up Needed” - Include reason for follow up in Comments that will also display in OLR application Search Results window). Complete OLR when information is secured, approve, and click Save and Post.

Infinite Campus Online Registration Online Enrollment Registration Number 17233

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Legal Guardian ✓ Emergency Contact and Authorized Pickup ✓ Student

✓ Review ▼ Staff Approval

Current Application Status: Hold - Follow Up Needed

New Application Status: Hold - Follow Up Needed

Comments:

Email Comments:

Email comments are visible to parents in emails if configured.

“Auto-Approved Returning” - is issued by the system when the OLR submitted contains no new information. No action is necessary. A New Invitee may have an auto-approved second OLR; this means that the second one contained no new information.

“Duplicate” - is not used often because “Auto-Approved Returning” replaces it. When a New Invitee has submitted two applications in an enrollment period and second OLR has not been auto approved, review all sections then approve with “Approved Returning Student” status. The new information will be reflected Census or other areas where OLR information is captured.

“Denied” - do not select this status.

Current Application Status: Approved New Invitee

New Application Status:

Comments:

Email Comments:

Email comments are visible to parents in emails if configured.

SAMPLES: EMAIL COMMENTS TO PARENT

Section	Situation	
<p>Parent/Legal Guardian</p>	<p>Person submitting OLR is not a custodial parent or legal guardian.</p> <p><i>Note: For New Invitees, “Resend Initial Email” from the OLR application Search Results window when returning OLR; highlight OLR from Search Results window that needs to be resent.</i></p>	<p>Aloha e <makua> (or parent name):</p> <p>According to our records, you are not custodial parent or legal guardian. Only custodial parents and legal guardians can submit an OLR. I am returning OLR # (add application #) because parents/legal guardian cannot be listed as emergency contact or emergency contact authorized pickup. Please select that contact and check the box “This person is no longer an Emergency Contact for any student(s) in this family”. Then add another contact. If you have any questions or concerns regarding this request, please contact me directly.</p> <p>Mahalo nui for your attention to this matter. Delays in completing OLR may interrupt your child’s enrollment process.</p> <p>Staff Name</p> <p>Contact information: email address and phone number</p>
<p>Parent / Legal Guardian</p>	<p>Parent listed as Emergency Contact.</p> <p><i>Note: For New Invitees, “Resend Initial Email” from the OLR application Search Results window when returning OLR; highlight OLR from Search Results window that needs to be resent.</i></p> <p><i>Also note address for this parent so that information can be refreshed in Census.</i></p>	<p>Aloha e <makua> (or parent name):</p> <p>I am returning OLR # (add application #) because parents/legal guardian cannot be listed as emergency contact or emergency contact authorized pickup. Please select that contact and check the box “This person is no longer an Emergency Contact for any student(s) in this family”. Then add another contact. If you have any questions or concerns regarding this request, please contact me directly.</p> <p>Mahalo nui for your attention to this matter. Delays in completing OLR may interrupt your child’s enrollment process.</p> <p>Staff Name</p> <p>Contact information: email address and phone number</p>
<p>Parent / Legal Guardian</p>	<p>New Invitee: Missing Parent</p> <p><i>Note: For New Invitees, “Resend Initial Email” from the OLR application Search Results window when returning OLR; highlight OLR from Search Results window that needs to be resent.</i></p>	<p>Aloha e <makua> (or parent name):</p> <p>According to our custodial information, another parent/legal guardian should be listed in the OLR. I am returning OLR # (add application #) so that the parent/legal guardian can be added in the Parent/Legal Guardian section. If you have any questions or concerns regarding this request, please contact me directly.</p> <p>Mahalo nui for your attention to this matter. Delays in completing OLR may interrupt your child’s enrollment process.</p> <p>Staff Name</p>

		Contact information: email address and phone number
Emergency Contact	<p>Minimum of three Emergency Contacts not met.</p> <ul style="list-style-type: none"> Contact listed more than once so that minimum number is met. <p><i>Note: For New Invitees, "Resend Initial Email" from the OLR application Search Results window when returning OLR; highlight OLR from Search Results window that needs to be resent.</i></p>	<p>Aloha e <makua> (or parent name):</p> <p>I am returning OLR # (add application #) because the minimum number of emergency contacts and/or emergency contacts authorized pickup has not been met. Please include additional contacts so that the minimum required is met. If you have any questions or concerns regarding this request, please contact me directly.</p> <p>Mahalo nui for your attention to this matter. Delays in completing OLR may interrupt your child's enrollment process.</p> <p>Staff Name</p> <p>Contact information: email address and phone number</p>
Emergency Contact	<p>Contact is younger than 18 years old.</p> <p><i>Note: For New Invitees, "Resend Initial Email" from the OLR application Search Results window when returning OLR; highlight OLR from Search Results window that needs to be resent.</i></p>	<p>Aloha e <makua> (or parent name):</p> <p>I am returning OLR # (add application #) because an emergency contact and/or emergency contact authorized pickup is younger than 18 years old. Please select that contact and check the box "This person is no longer an Emergency Contact for any student(s) in this family". Then add another contact. If you have any questions or concerns regarding this request, please contact me directly.</p> <p>Mahalo nui for your attention to this matter. Delays in completing OLR may interrupt your child's enrollment process.</p> <p>Staff Name</p> <p>Contact information: email address and phone number</p>
Parent/Legal Guardian Emergency Contact Student	<p>Required field missing information people within the sections.</p> <p><i>Note: For New Invitees, "Resend Initial Email" from the OLR application Search Results window when returning OLR; highlight OLR from Search Results window that needs to be resent.</i></p>	<p>Aloha e <makua> (or parent name):</p> <p>I am returning OLR # (add application #) because required information is missing. Please check all sections to ensure that you provide information for all required fields. Select the person with the missing information, complete required fields, Click Save/Continue, and submit the OLR. If you have any questions or concerns regarding this request, please contact me directly.</p> <p>Mahalo nui for your attention to this matter. Delays in completing OLR may interrupt your child's enrollment process.</p> <p>Staff Name</p> <p>Contact information: email address and phone number</p>

POST-OLR SCENARIOS FOR FOLLOW-UP

Scenario	Resolution & Action
All “Returned to Parent” OLRs	Monitor progress to completion of the OLR and contact parent when no progress is made after 5 days.
Secondary Household indicated in OLR	Follow up may be required to ensure parent in the secondary HH has a dedicated household and address in Census. Determine type of address by checking mailing and physical address boxes, if not sure contact parent to confirm. Add students as members to household (legal custody); secondary HH membership when parent does not have physical custody.
KS Alumnus in HH w/parent and has own HH w/child	For instances when KS alumnus is in a HH living with parents and child. End membership in HH for alumnus and child in parents’ HH. The create new household for KS Alumnus with child(ren) as member. Households should have different HH ID#s. If household address is shared, the address ID # for both HHs is the same.
Duplicate person	Ensure that the two identities in Campus are duplicate. Request for person merge: SISOPS@ksbe.edu
Identities for two people have been linked.	To unlink the identities, determine identities of persons: check for ID # and check date of birth, cell number, etc., Establish correct identities and the relationship to student. Notify HVS to verify Custodial Information as necessary.
Parent in non-HH relationship (aka emergency contact)	If parent is listed in a non-household relationship to student and the parent has legal custody, a household must be created for that parent. Secure mailing and physical address and include in Census household address information; check appropriate boxes. If parent does not have physical custody of the student(s), all students in the household should be secondary members; secondary box checked in Census household members.
Parent not listed as parent/legal guardian	Check Custodial Information tab for legal and physical custody information. If still unsure, check with HVS to confirm. If parent is confirmed as custodial parent or legal guardian, go to the Census > People : Relationships tab and check appropriate relationship with student and emergency priority should be either #1 or #2. Mailing and Messages boxes should be checked. HVS will manage Custodial Information tab and the boxes for Guardian and Portal in the Relationships tab.
Stepparent or other adult in HH is listed in the Parent/Legal Guardian section.	Check with HVS to confirm custodial parent and/or legal guardian. If stepparent is not legal guardian, complete the following in the Census > People: Relationships tab. Uncheck Mailing and Messages boxes; HVS will uncheck Guardian and Portal boxes. Select Mother, Step or Father, Step. Adjust emergency priority # as appropriate.
Parent did not provide address for the other parent.	Contact parent whose address is missing. Update information in Census > Household: Address. Check mailing and physical addresses as appropriate.
Physical and/or mailing address has changed	When address changes are identified in OLR, double check in Census whether the changes have migrated over. There are a few instances when the changes did not synch. Use the information in OLR and/or contact

	parent to confirm addresses. Check appropriate boxes for mailing and physical addresses in Census > Household: Address tab. End-date addresses that are no longer current; do not delete addresses.
Emergency priority sequence is #1 or #2 for person that is not custodial parent/legal guardian OR custodial parent/legal guardian is not #1 or #2 in emergency priority sequence.	Contact parent(s) with information that only custodial parents/legal guardians can have emergency priority sequence #1 or #2. All others will be adjusted accordingly.

QUICK REFERENCE GUIDANCE FOR APPROVING AN APPLICATION

Section	Items to Review
Household	<ul style="list-style-type: none"> • Home Phone - This phone number is the phone number of the household, is used in many Census reports, and is needed for proper sending of school and district messages. Review the phone number for accuracy and determine if additional Contact Preferences should be selected. • Home Address aka Physical Address - The Home Address is the physical location of the household. This may be a different address than the mailing location of the household. Review the entered address for accuracy; check whether fields are entered correctly house number, street name, prefix, direction and apartment number. Clicking on Link Address allows searching if address and/or household in Campus: link address if address is the same; link address and household if the same. <p>The Physical checkbox on the Household Address is informational only and may be used in Ad Hoc reporting. The Online Registration tool does not use or update this field.</p> <ul style="list-style-type: none"> • Mailing - The Mailing Address window displays a separate address if the previous Home Address is not the same as the mailing address (P.O. Boxes, etc.). This is considered the Primary address and indicates the household receives mail at the designated address. Check address field is entered correctly: HC and RR should be in the “Street Number” field and the number in the “Street Name Only” field.
Parent/Guardian	<p>The Parent section displays the parents/guardians for the registering household. Ensure that all required fields are filled. Review the information by clicking on each name listed, including existing parents/guardians. Move through the Demographics, Contact Information, Migrant Worker and Impact Aid editors using the Next and Previous buttons. When finished, click Save. When you are finished reviewing all parents, click Save/Continue.</p> <p>If a parent does not live at in the primary HH, follow up may be needed to set up new HH for parent, include mailing and physical addresses, and identify HH members.</p>
Emergency Contact	Review the information by clicking on each name including existing emergency contacts. Ensure that all required fields are filled. Move through the Demographics, Contact Information, and Verification editors using

	<p>the Next and Previous buttons on the panels. When finished, click Save. When you are finished reviewing all emergency contacts, click Save/Continue.</p> <ul style="list-style-type: none"> • ECs cannot be underage (18 years and below) • ECs cannot have the same phone number • ECs cannot be parent/guardians (because at default they are 1 and 2)
Student	<p>The Student section lists the students who are requesting to be enrolled in the school. Ensure that all required fields are filled. Review the information by clicking on each name listed, including existing emergency contacts. Move through the Demographics, Language Information, Previous Schools, Relationships, Health Services and Release Agreement editors using the Next and Previous buttons. When you are finished, click Save. When you are finished reviewing all students, click the Save/Continue button</p>
Review	<p>Carefully review each section and read all messages to minimize risk of duplication. Link or unlink Households, Addresses, and Persons as necessary to avoid duplication or identity merges.</p> <p>Do use the following Application Status: Hold - Follow up needed or Return to parent when OLR requires further action. If returning OLR to New Invitee, “Resend Initial Email” via the OLR Search Results tab is required.</p>