



## KAMEHAMEHA SCHOOLS

April 1, 2015

Aloha mai kākou!

As we near the end of the school year, we are preparing for and looking forward to your child's return in August. As part of the preparation for next year, we kindly ask for your assistance with the completion of the items listed below. Forms that are submitted late may result in a delay in processing your child's enrollment for next year.

Student Directory Information (SDI) and the Tuition Contract will need to be completed via KS Connect beginning Wednesday, April 1, 2015. Instructions for completing the SDI and the Tuition Contract can be found on the Middle School website (<http://blogs.ksbe.edu/mms/>)

*Please take note of the due dates for these forms, as due dates may vary.*

### **Student Directory Information (SDI) Update – due Thursday, April 30, 2015**

- ❖ Log in to KS Connect to review and verify all information. Please update information as needed.
- ❖ Questions may be directed to the Middle School Office at 572-4200.

### **Tuition Contract & Reservation Deposit – due Thursday, April 30, 2015**

- ❖ Log in to KS Connect to complete the Tuition Contract.
- ❖ Reservation Deposit of \$100.00 will be billed to you via FACTS.
  - *Reservation Deposit is required for all families, regardless of financial aid award status.*
- ❖ Questions regarding the Tuition Contract may be directed to Verna Takakura at 573-7452 or via email [vetakaku@ksbe.edu](mailto:vetakaku@ksbe.edu).

### **Medical Clearance Forms – due Thursday, May 14, 2015**

Forms were mailed out at the end of February. If you have not received them, they are available via the KSM Health Services website (<http://blogs.ksbe.edu/mauihealthservices/>). If you have any questions regarding the medical forms, please contact Malia Song, RN, at 572-4221 or via email at [kasong@ksbe.edu](mailto:kasong@ksbe.edu).

### **Financial Clearance for Current Accounts – due Thursday, May 21, 2015**

All existing financial accounts must be current by May 23, 2014 unless other arrangements have been made with the Campus Fiscal Officer. If past due amounts remain unpaid after May 21, 2015 and you have not sought assistance through the Campus Fiscal Officer, KS reserves the right to give your child's seat to the next child on the waiting list. Please contact Debbie Kato, *Interim* Director of Campus Operations, at 573-7035 or via email at [dekato@ksbe.edu](mailto:dekato@ksbe.edu) with any questions regarding current financial accounts.

Additional information, including Mills Uniform brochure, Requests for Uniform Assistance, and school supply lists can be found on the Middle School website (<http://blogs.ksbe.edu/mms/>).

Thank you for your continued support and cooperation in completing the re-enrollment process!

Mahalo,

Lois Nishikawa  
Middle School Principal