



Kealakehe High School

Home of the WaveRiders

Enrollment Checklist

Welcome! There are things you will need to do as you begin your journey with us. We've made a checklist to make it easier. Please call 327-4300 Monday – Friday from 8:00 – 4:00 should you have any questions or require assistance.

Registrar's Office (Clerk): 808-327-4300, extension 2448

- Fill out enrollment form, emergency card and other required school forms
- Provide proof of residence
- Provide copies of legal documents regarding custody/guardianship (if applicable)
- Provide copies of academic transcripts and latest report card or exit grades
- Provide documents regarding placement in special education, English as a second language, 504 modifications
- Obtain packet of information: directory, map of campus, school calendar, bell schedule, dress standard and attendance policy
- Bus application (return with money to the Vice Principal in the administration office)
- Free and or reduced lunch application (return completed form to the administration office)
- Get student ID (ID office located in the Registrar's office)

Health Office: 808-327-4300, extension 2205

- Provide TB (tuberculosis) clearance card. TB tests are given free of charge at the State of Hawaii Department of Health (808-326-5629). They are located next to the Kona Community Hospital. **A student without a tuberculosis clearance WILL NOT be admitted to school. A student without a physical examination or a complete immunization record will be allowed provisional entrance with a doctor's statement or appointment schedule.**
- Provide immunization record documenting current status of vaccinations, etc. (Please check if student had both MMR shot 1 & 2)
- Provide evidence of current physical examination for school entry (current year)

Counselor's Office (Clerk): 808-327-4300, extension 2463

- Meet and create schedule and explain the Personal Transition Plan (PTP)
- Assessment appointment
- Print out PowerSchool user id and password\

Accounting Office: 808-327-4300, extension 2557

- Establish lunch account
- Pay fees

Required Fees	Amount	Optional Fees	Amount
Class dues	\$10.00	Parking	\$10.00
Student Association dues	\$10.00	Planner (grades 10-12)	\$7.00
Planner (9th grade)	\$5.00	Yearbook	\$50.00
Senior color fee	\$25.00	Athletic card	\$20.00
		Locker	\$5.00