

HAWAII STATE DEPARTMENT OF EDUCATION (DOE) ENROLLMENT REQUIREMENTS

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ENROLLMENT IN HAWAII PUBLIC SCHOOLS:

1. Health Records

- TB Test with Clearance**—Results must be within 12 months at the time of registration. **The certificate of TB examination must include date of administration, reading and results in millimeters.**
- Immunizations** must be up to date
 - For more information on immunization requirements go to:
<http://hawaii.gov/health/Immunization/Documents/req-Kto12.pdf>
- Physical Examination**—Results must be within 12 months at the time of registration
 - For General Information on Health requirements go to:
http://hawaii.gov/health/STAGING/health/Immunization/SHR_Brochure.html
 - Shot records and physical exam records will need to be transcribed to Hawaii DOE Student Health Record, Form 14. To Download a Student Health Record, go to:
<http://sp.k12.hi.us/pdf/form14StudentHealthRecord.pdf>

2. Birth Certificate

- Original, certified copies, or US Passport

3. Proof of Current Address

- Rental or mortgage document, Military Orders, Notice of base housing assignment, and or notarized statement of residence (if living with relative)

4. School Records

- Individual Education Plan (IEP) (if applicable)
- Copy of Transcript
- Latest report card with withdrawal grades

5. Legal Documents (if applicable)

- Power of Attorney if parents give another adult legal guardian rights
- Guardianship/Custody Papers

Physical Location
School Liaison Office
Building 216, Rm. 26 & 28
(Corner of E Street and Mokapu)
(808) 257-8897 or (808) 257-8826
mcbh.slo.fct@usmc.mil
http://www.mcbh.usmc.mil/g1/school_liaison.htm

