

# **New Student Enrollment Requirements**

## **Transfer from Hawaii Public or Private School:**

1. **Release Packet** from previous school-
  - Certificate of release
  - Pupil clearance form
  - Copy of Visi/Transcript
  - IEP/504 Record (special education)

### **2. Proof of residence address:**

- Current utility bill with service address (electric, cable, water, gas)
- Rental/lease agreement
- Notarized residence statement (if living with relatives/friends)

### **3. Geographic exception (if applicable)**

4. **POA** (power of attorney) if living away from parent/legal guardian  
Important-POA must have a beginning and ending date good for only one year.

## **Transfer another state or foreign country**

- A. All items above (#3 if applicable)
- B. Birth Certificate
- C. TB Clearance (test administered in the U.S. within a year and must have mm reading)
- D. Health physical (done within a year)