



# WILSON ELEMENTARY SCHOOL IN-DISTRICT & GE ENROLLMENT

To enroll your child, please follow the directions noted below. **Please note all visitors must make an appointment prior to coming on campus.**

## STUDENTS ENTERING HAWAII PUBLIC SCHOOL FOR THE FIRST TIME:

### Online Registration Available to Start Enrollment Process

- [Instructions for Parents without student in a Department of Education school](#)
  - [Enrollment Form \(SIS-10W\)](#)
  - [MV-1 Form](#)

If you do not have access to a scanner to upload the required enrollment forms, you may mail them to: Wilson Elementary School (4945 Kilauea Ave., Honolulu, HI 96816)

If you do not have internet/computer access or prefer not to complete enrollment online, please contact the school office (808-733-4740 or email [info@wilsonschoolhawaii.org](mailto:info@wilsonschoolhawaii.org)) to request forms be mailed to you.

### Documents to Complete Enrollment:

When enrollment forms are received, parent(s)/guardian(s) will be contacted to schedule an appointment to review/verify the following documents:

- Student Health Record (Form 14) with current [health requirements](#). (*TB test must have a negative reading in order for a student to come on campus.*)
- Parent Photo ID - State ID, Drivers License or Passport (if non-resident)
- Birth Certificate of student or passport if born outside U.S.
- Proof of Address - [Click here for more info](#)
  - a. Current mortgage/rental document listing property address with tenants name OR
  - b. Current utility bill (water, electric, cable) - Must show service address
  - c. If parent and child live with second party:
    - i. Notarized letter from second party verifying residence (including parents and student's name)
    - ii. Current utility bill from second party showing property address

## STUDENTS TRANSFERRING FROM ANOTHER HAWAII PUBLIC SCHOOL:

### Online Registration:

- [Instructions for Parents without a Infinite Campus Portal Account](#)
- [Instructions for Parents with an existing Infinite Campus Portal Account](#)
  - [Enrollment Form \(SIS-10W\)](#)
  - [MV-1 Form](#)

Other Documents to be verified upon scheduling appointment with office:

Wilson Elementary School (4945 Kilauea Ave., Honolulu, HI 96816, 808-733-4740)

- Release Forms from previous school(s)
- Parent ID - State ID, Drivers License or Passport
- Proof of Address - See details noted above.