



2301 PAUOA ROAD  
HONOLULU, HAWAII 96813  
Ph: (808) 587-4500 Fax: (808) 587-4506  
**REVISED 5/13/20**

The Department of Education online registration (OLR) for NEW students entering for SY 2020-2021 (e.g. Kindergarten, coming from private school or out of state) is available now.

This link will direct you on how to proceed with OLR [Parent Instructions](#)

Withdrawals and Transfers will continue to be done in person by completing the necessary forms.

Our school office is NOT open for full operation. We will be open twice a week to complete in person registration, withdrawal, or transfer starting Tuesday, May 12, 2020.

Days open: **Every Tuesday & Wednesday until further notice**

Time: 8:00AM – 12:00Noon

In order to practice social distancing for walk in services, we will be implementing some changes:

- Each person should wear a mask at all times while on school campus.
- Only (1) person allowed (unless caring for an elder or infant) in the office at a time to process withdrawal, transfer or registration. Please wait outside until called upon. Keep a safe distance while waiting (6 feet apart). Follow the markers on the ground.
- Please refrain from bringing young children with you. Keep them safe at home.
- For information on school enrollment you may go to: [How to Enroll](#)
- Please bring the required documents and forms for walk-in registration:
- Enrollment Form (SIS10W) are available at the school office or download and complete the [Fillable SIS10W 12/16](#) form and bring it on one of the days above.
  - Original birth certificate or Passport /Visa if student is from a foreign country
  - Student's Health Record [Form 14](#) (Bring completed form by mid- end of July)
  - Proof of Residency ( Utility bill with address shown with parent/guardian's name on it: At least (1) of the following Electric, Gas, Water or Cable bill, Rental or lease agreement)  
If you do not have one of the above, please complete the [Residency Verification Form](#)
- Photo ID of parent or guardian registering the student (Drivers license, State ID, or passport)
- Registration form must be completed by the parent or legal guardian (w/ proof of guardianship)

### **Withdrawal / Transfer Request for current Pauoa Students**

If you are not returning to Pauoa next school year, SY 2020 - 2021, please complete the [Pauoa Student Release Form](#) and email it back to [office@pauoaes.net](mailto:office@pauoaes.net) Upon processing your completed form, we will contact you to pick up the release packet to take to your student's new school.

Should you have any questions please contact us at [office@pauoaes.net](mailto:office@pauoaes.net)

Thank you for your patience and understanding.  
Stay Safe!