

Registrar's Office Services

1. Requesting Transcripts

-All requests must be submitted in writing. Either by:

- Completing a "Transcript Request Card" located in the Registrar's office. OR
- Submitting a letter requesting your transcript. Letter should include the name you graduated with, year of graduation, and address of where it needs to be sent. Letter can be sent to:

Kailua High School
Attn: Registrar
451 Ulumanu Dr
Kailua, HI 96734

-\$1.00 fee (first two are free for current students) will be required for all requested transcripts. Please allow 5-10 business days for transcripts to be processed.

2. Resetting IC passwords for students

-Students who need IC passwords reset should email audra.chang@k12.hi.us

-Include in your email your first and last name, grade level, parent name.

-Username and reset password will be emailed back to student

-When logging in with the reset password, students will be requested to create a new password. Please remember what you created for your new password.

Username is always your 10 digit ID number.

3. Request to "RELEASE" Child from Kailua High School

-Call the Registrar's office at 808-266-7900 ext 2232 for instructions, or stop by our office to sign a "Release" form. Release process takes approximately 2 days. Be sure your child is cleared of any hold ups and returns any textbooks or devices that belong to the school.

4. Request to "ENROLL" at Kailua High School

-Call the Registrar's office at 808-266-7900 ext 2232 for instructions, or stop by our office to complete enrollment. To enroll, please bring the following documents with you:

- Address verification (utility bill, lease agreement, mortgage statement)
- Birth Certificate
- Release Packet from prior school (should include transcripts, current schedule/grades, and transfer grades)
- Health Records including TB clearance