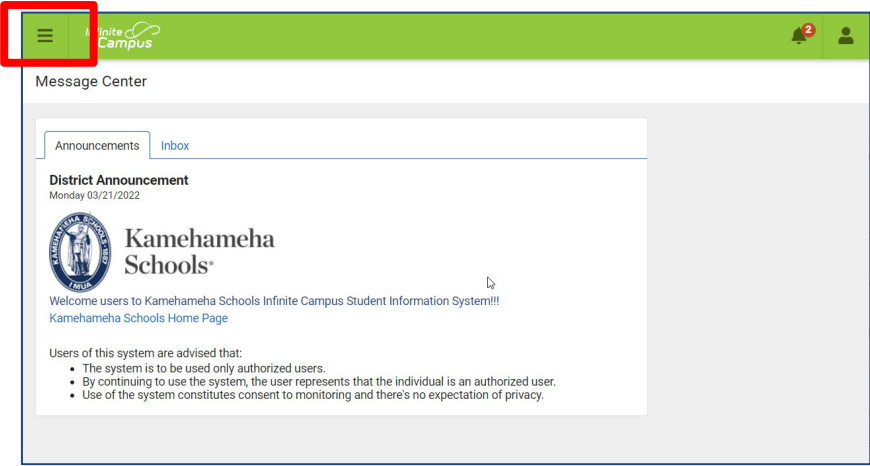
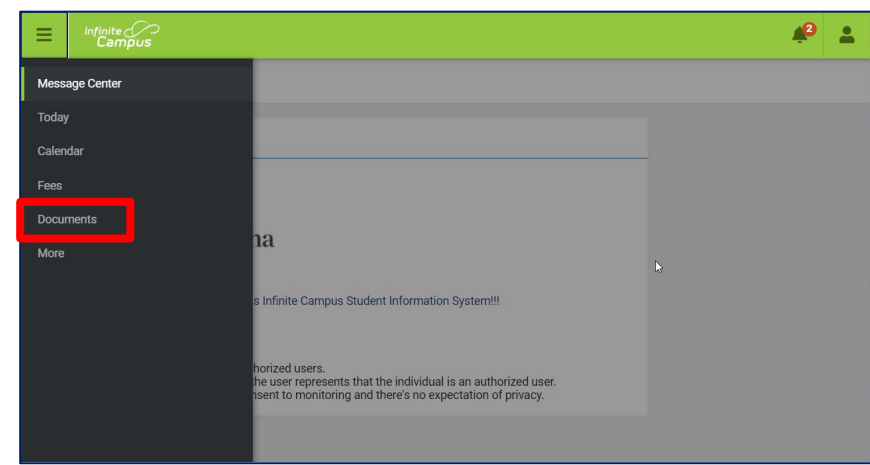
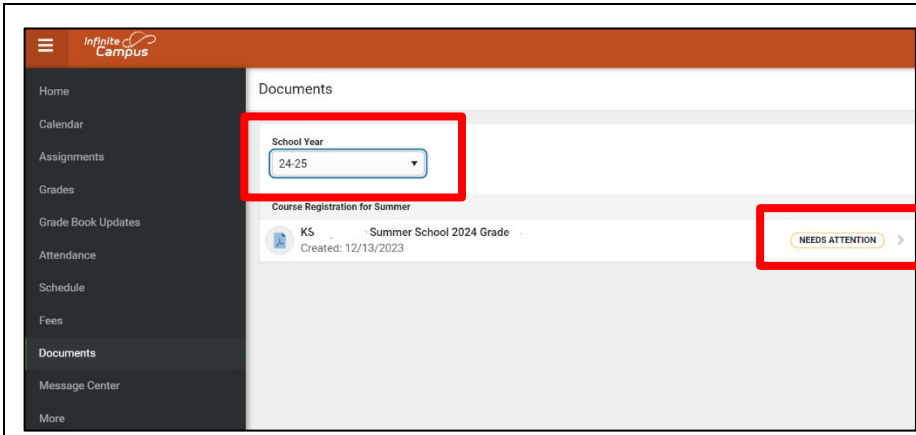


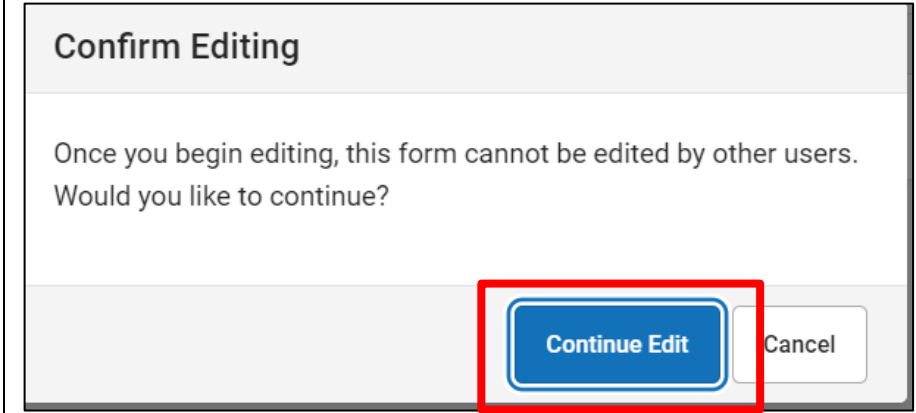


## Infinite Campus KS Summer School Course Registration 2024 (Parent and Student Guide for Infinite Campus Portal)

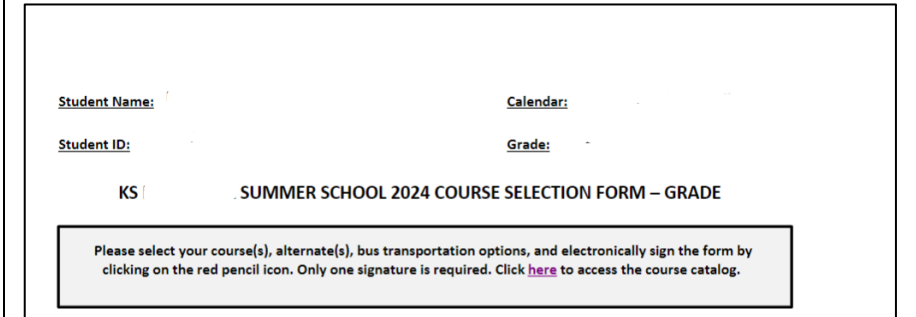
 <p>The screenshot shows the Infinite Campus portal interface. At the top left, there is a green header bar with the Infinite Campus logo and a notification bell icon with a red '2'. Below the header, a dark grey sidebar menu is visible, with the 'Documents' option highlighted by a red rectangular box. The main content area displays a 'Message Center' with a 'District Announcement' from Monday 03/21/2022, featuring the Kamehameha Schools logo and a welcome message.</p>	<ol style="list-style-type: none"><li>1. Welcome to the Infinite Campus Portal.</li><li>2. Click on the “menu” icon in the top-left to access the portal options.</li></ol>
 <p>The screenshot shows the Infinite Campus portal interface with the sidebar menu open. The 'Documents' option is highlighted with a red rectangular box. The main content area is dimmed, showing the same 'District Announcement' as in the previous screenshot.</p>	<ol style="list-style-type: none"><li>3. Select “Documents”.</li></ol>



- 4. Select School Year "24-25".
- 5. Click on the Summer School 2024 form.



- 6. Click on "Continue Edit".



- 7. The form will open up  
You'll notice the top of the form will be populated with the student information.

<b>Course Request #1: Courses that Start at 7:35 am</b>
Select a Course ▼
<b>Alternate Course #1A</b>
Select a Course ▼
<b>Alternate Course #1B</b>
Select a Course ▼
<b>Alternate Course #1C</b>
Select a Course ▼

<b>Bus Transportation AM</b>
Select Bus Transportation AM ▼
<b>Bus Transportation PM</b>
Select Bus Transportation PM ▼

8. Courses and buses will be organized in boxes by period start time.

Scroll down the form to select courses and up to three alternates.


If you would like to request bus transportation, select the applicable AM and/or PM bus stops. Otherwise leave blank.

Once you're course requests, alternates, and bus transportation options have been selected, scroll down to the bottom of the page.

**Signature Page, page 1 of 1**

KS Summer School 2024 Grade

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.



Parent/Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

**Signature Pending**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

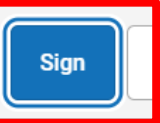

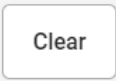
9. At the bottom of the form is an eSignature Page. Click on the red icon to sign the document.

E-Signatures displayed:  
 Grades K-5: Parent/legal guardian(s)  
 Grades 6-11: Parent/legal guardian(s) and Student\*

**\*Although multiple e-signatures are displayed on the form, only one e-signature is required to move the form forward to the scheduling process.**

**Sign/Decline Dialog** ×

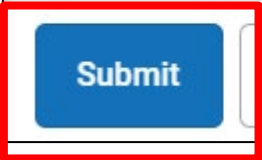


Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document.

10. Click on "Sign" to electronically sign the document.

*If you click on "Decline" this will delay any further processing*

[Redacted]

11. Your electronic signature and date will appear.

12. You must click on the "Submit" button at the bottom of the page to complete the eSignature process.

Documents

School Year  
24-25

Course Registration for Summer

KS Summer School 2024 Grade  
Created: 12/13/2023 - Submitted: 12/13/2023

SIGNED & PENDING

13. The status of the form will now indicate that you have signed it and is pending (for KS to finish processing the document).

Documents

Please open and digitally acknowledge your support for the Student-Parent Handbook.

School Year  
24-25

Course Registration for Summer

KS Summer School 2024 Grade  
Created: 12/13/2023 - Received: 12/13/2023

COMPLETE >

14. After KS has completed processing, the status indicates "Complete." The form has been e-signed and is closed.

15. **Confirmation of all course requests and bus transportation options will be sent out by April 15, 2024.**

Frequently Asked Questions:

**Q1: What if I accidentally log off?**

A1: Our Infinite Campus system utilizes Kamehameha Schools Single-Sign On (SSO) technology. If you accidentally sign off, just click on the "SSO" button near the top left of the screen to sign back in.

**Q2: What if I accidentally decline e-signing the form(s)?**

A2: Please contact the unit office as this will prevent any further progress and will delay processing.

**Q3: What if I "Save" the form and do not "Submit" it?**

A3: Please return back to the e-sign form and submit it at a later time. However, the form cannot be "Complete" until all e-signatures are submitted and processed.

**Q4: What if there are more than one student within our household, how many forms are required?**

A4: A form must be filled out and e-signed for every student.

**Q5: What if I e-signed the form but my course request(s), alternate(s), and/or bus transportation options was incorrect?**

A5: Please contact the summer school support office as this will prevent any further progress and will delay processing. [kapalamasummerschool@ksbe.edu](mailto:kapalamasummerschool@ksbe.edu) or 808-842-8765