



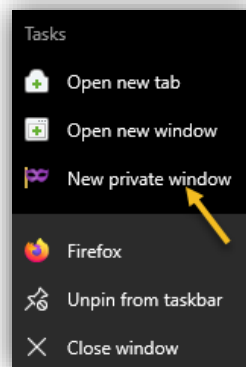
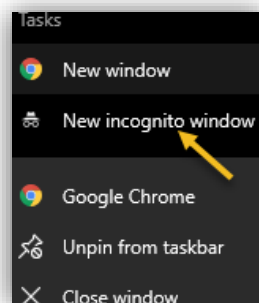
**KAMEHAMEHA SCHOOLS**  
**Mālama Ola – Health Services Department**  
**Readmit Process**

REQUIREMENTS FOR RETURNING TO SCHOOL FOLLOWING ABSENCE DUE TO ILLNESS OR INJURY:

- 1a. If absent 1-3 days NOT due to illness: Parent note is required to be submitted to the Unit Office and documentation is not required for Health Services. Have your child report directly to their Unit Office.
- 1b. If absent 1-3 days due to illness:
  - Your child can return to school if 24 hours with no fever (and no fever-reducing medications).
  - Parent note is required to be submitted to the Unit Office upon return and documentation is not required for Health Services. Have your child report directly to their Unit Office.
- 1c. If absent for 4 or more days: Healthcare provider note that clearly states your child is cleared to return to school is required to be submitted to Health Services. Have your child report directly to their Health Room.
- 1d. If absent due to injury or medical condition that requires activity accommodations or restrictions:
  - Regardless of length of absence, have your child report to the Health Room.
  - Provide a completed Request for Medical Evaluation form or healthcare provider’s medical excuse note that indicates any restrictions.

HOW TO UPLOAD DOCUMENTS TO MO’OMŌ’ALI OLAKINO:

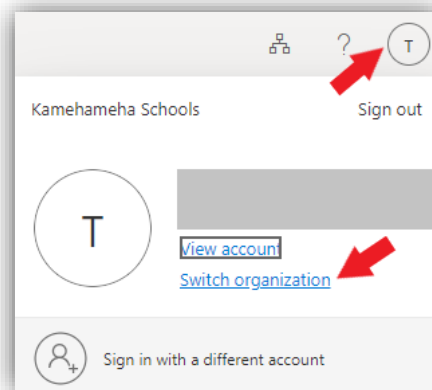
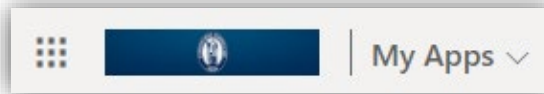
1. Use Chrome Incognito Window or Firefox Private Window for your browser.



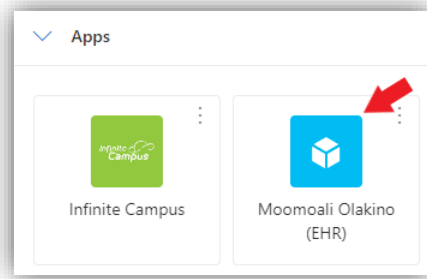
2. Go to <https://ohana.ksbe.edu/> and log in using your personal email that is on record with KS.



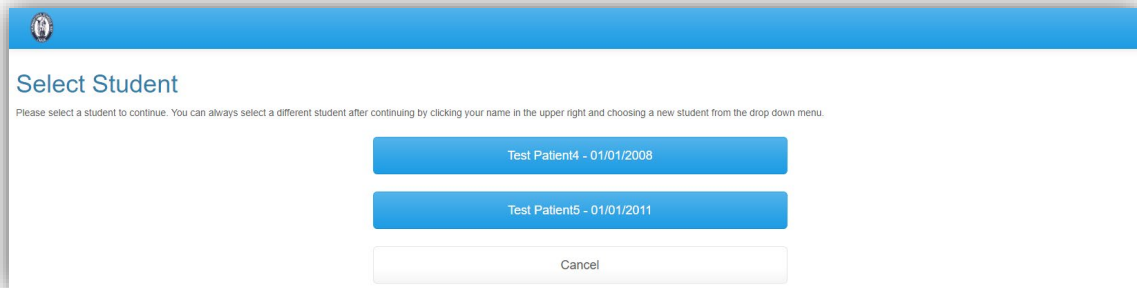
3. It should have the Kamehameha Schools icon on the upper left-hand corner. If it doesn't, click on the icon on the upper right-hand corner, then select 'Switch organization' and select your Kamehameha Schools account.



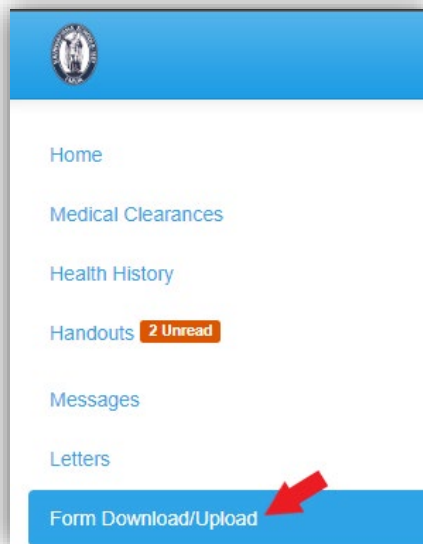
4. Once in your Kamehameha Schools account, select the Mo'omō'ali Olakino application.



5. If you have multiple children enrolled at Kamehameha Schools, select a child to continue.



6. Select 'Form Download/Upload' on the left menu bar, then select 'Upload' in the Miscellaneous section.



5. Miscellaneous

Please upload your parent/guardian notes, doctor notes, test results here. Upload

**Status:** Upload Required

7. Choose your file to upload, then scroll to the bottom off the page and **select 'Save.'**



**HEALTH SERVICE CLEARANCE PROCESS:**

Once documents are reviewed, you will receive a confirmation email from Health Services stating the date that your child is cleared to return to school. A copy of the readmit letter will also be posted on the Parent Portal for your records.

**MORNING OF RETURN:**

Please ensure that your child is symptom-free or symptoms have improved when returning to school. Added precautions should be taken for the first 5 days following after being fever free for 24 hours. These include but are not limited to: avoiding contact with people with compromised immune systems, masking, increasing the frequency of hygiene practices to include hand washing, and monitoring possible symptoms and potentially testing if symptoms start or return.

Have your child report to the office upon arrival to school for a readmit pass if absent 1-3 school days. Have your child report to the Health Room upon arrival to school for a readmit pass if absent 4 or more school days or if absent due to injury or medical condition that requires activity accommodations or restrictions. Your child will be sent home if we cannot quickly obtain the proper documentation. If you have any questions, please feel free to call your child's health room.

Please refer to the State of Hawai'i Department of Health website for more information regarding respiratory virus guidance.