

**Hawaiian Mission Academy Windward Campus
Checklist for Admissions**

STEP ONE: THE APPLICATION

- _____ Application completed in full and signed
- _____ Birth Certificate (copy)
- _____ Consent to Treatment form
- _____ Extended Care Authorization form
- _____ Extended Care Registration form
- _____ Office Directory Card
- _____ Immunization Card (copy)
- _____ Current TB (not more than 6 months old)
- _____ Current Physical Examination - Form 14 (A current physical exam for all students entering school and all students who will be entering 7th grade.)
- _____ Registration Fee

STEP TWO: THE ADMISSION ASSESSMENT

- _____ Students entering 1st grade and above will need to take an Assessment testing.

STEP THREE: FORMS FROM PRESENT SCHOOL

- _____ Confidential Reference forms. Two forms should be given to teachers (at least one teacher from the current school year) and one to an adult known by the student (not a relative). **Complete this form for students applying for grades 1-8.**

STEP FOUR: ACADEMIC RECORDS

- _____ Send a copy of the current report card as soon as it becomes available.

When steps one to four have been completed, your application will be reviewed by Admissions Committee. If a personal interview is warranted, you will be contacted by our Admissions Office. If you have any questions regarding the application process, please contact Mrs. Maile Olsen at (808) 261-0565 or via e-mail at hma-wc@hotmail.com. Thank you for your application. We look forward to having you on our campus next school year.