

## **Mauna Loa School Application Checklist For New Students**

**Please use the links on the school's website to perform the following activities.**

Go to [maunaloaschool.adventistfaith.org](http://maunaloaschool.adventistfaith.org)

**1. On the school's website click on the Admissions link.**

- Click on the link "New Student Registration".
- Complete and submit an Online Application (please anticipate a two week turnaround time).
- Call the office to setup an Entrance Interview.

**2. Once admitted to the school an email will be sent on how to complete an Enrollment form.**

- Create an account in ParentsWeb.
- Complete and submit an Online Enrollment form.

**3. On the school's website click on Financial / FACTS.**

- Enroll in FACTS.
- Sign a Financial Agreement.

**4. Meet with office staff to:**

- Submit a membership verification letter from your constituent church clerk (if applicable)
- Setup a time to complete a Placement test, if requested to do so.

**5. Submit paperwork to the school office (if applicable)**

- Submit three letters of reference (incoming students in grades K - 8).
- Submit Notice of Enrollment form.
- Submit Financial Assistance applications (if applicable).
- Submit copy of Birth Certificate.
- Submit Health Records: Physical exam, TB test, and Immunization Record. A Student Health Record form may be obtained from the office if necessary. Students without proper health records may not enter school.

These records may be uploaded in the Enrollment form on ParentsWeb or submitted to the office via email, fax, or in person. Feel free to call if you have any questions, 808-935-1545 x6.

Mahalo for enrolling your student at Mauna Loa School, we look forward to a great school year together!