



HAWAIIAN MISSION ACADEMY

Checklist for Admission

STEP ONE: THE APPLICATION

- _____ Application completed in full and signed
- _____ Applicant's photo attached to application
- _____ \$25 application fee enclosed
- _____ All of above sent to Hawaiian Mission Academy's Admissions Office
(Please submit all forms by January 31 if application is being made for the following school year or as soon as possible if this date has passed)

STEP TWO: THE ADMISSION TEST

- _____ See enclosed information regarding the Secondary School Admission Test (SSAT). You may also go online to www.ssat.org for more information. The application process is not complete until we have received your SSAT test scores. SSAT test required for Freshmen applications only.

STEP THREE: FORMS FROM THE PRESENT SCHOOL

- _____ Complete the 3 **Confidential Evaluation** forms in the specified spaces. 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 **Form C** and submit to the principal/administrative office.
- _____ Complete **Forms A and B** and submit to the school's registrar and business office. They will then send the requested information directly to us.
 - *Please place stamps on the reverse side of the teachers' evaluation forms and provide principal/counselor with stamped envelopes addressed to: Office of Admissions, Hawaiian Mission Academy, 1438 Pensacola St., Honolulu, HI 96822-3899.*

STEP FOUR: THE MOST RECENT ACADEMIC RECORDS

- _____ Send a copy of the 1st semester report card or high school transcript up to the most recent semester.

STEP FIVE: THE PERSONAL INTERVIEW (as needed)

- _____ The Director of Admissions will arrange for an interview between the applicant, parent(s), and principal. This will usually take place after steps 1-4 have been completed.

STEP SIX: FINAL GRADES

- _____ A copy of the final grades of the current school year must be sent to the Admissions Office as soon as they become available.

When steps one to four have been completed, your application will be reviewed by the 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. Nenny Safotu at 808.536.2207 x202 or via e-mail at registrar@hawaiianmissionacademy.org. Thank you for your application. We look forward to having you on our campus next school year.