

Application Instructions & Information for School Year 2020-2021 (K-12th)

Thank you for your interest in Pearl Harbor Christian Academy (PHCA). We welcome your child as a possible candidate for admission. Your Application for Admission, along with all items listed in Sections A & B below must be received one day prior to the test date you select on our Entrance Exam form. All other supporting documents listed below should be received by **February 10, 2020** for priority in first round considerations. Applications received after the initial entrance exams will be considered as long as vacancies exist. We believe that a maximum of twenty-two students per class provides for optimal student achievement. K-2nd grade is limited to twenty students. We may also limit class size of other grades to a lower number if needed.

Students are selected for admission based on their previous record of conduct, academic achievement, references from prior teachers/administration and our entrance exam. Due to our desired small class size, not all who qualify can be accepted. Applicants who show the greatest potential for success will be admitted.

APPLICATION PROCESS:

A. APPLICATION FOR ADMISSION

Complete the enclosed application form. Kindergarten applicants must be five years of age by July 31st in order to be considered for admission. The following items should be mailed or brought in along with your application to our school office:

- \$75.00 non-refundable application fee
 - Entrance Exam Date Selection Form
 - Copy of Birth Certificate
 - Copy of most recent Report Card
 - Copy of High School transcript reflecting all completed high school courses
- Please make sure to provide copies of the requested documents as originals will not be returned.

B. ENTRANCE EXAM FORM

Select the preferred date and time student will take the test - if dates have past, an assessment will need to be scheduled.

C. ADMINISTRATOR/TEACHER REFERENCE FORMS

Complete, sign the top portion of form, and present to appropriate persons along with a stamped envelope addressed to:

Pearl Harbor Christian Academy, ATTN: Admissions, 94-1044 Waipio Uka Street, Waipahu, HI 96797

Administrator References: Principal or Vice-Principal should complete this form PLUS include TEACHER REFERENCE(S) below.

Kindergarten: Current/most recent pre-school teacher should complete form.

1st - 5th Grade: Student's primary academic teacher should complete form.

6th - 12th Grade: English/Reading and Math Teacher (two references are needed). If the same person teaches both English/Math, then a teacher from another subject may be asked. ***Forms may also be faxed directly back to PHCA @ (808) 678-6607***

D. CONSENT FOR RELEASE OF SCHOOL RECORDS

Submit to your child's present or most recent school in a timely manner as records requested will be needed by due date above.

E. PARENT-STUDENT INTERVIEW

Interviews will be scheduled with students who pass the entrance exam and have all supporting documents on file (See A-D).

F. NOTIFICATION: If tested prior to February 10th, and after the Parent-Student Interview is completed, students will be notified of acceptance status starting March 16, 2020. Applicants confirm acceptance by returning the Letter of Intent, any other necessary documents, fees, and the non-refundable \$300.00 deposit by the due dates on the Letter of Acceptance. If tested after February 10th, notice is given 30 days after completing A-E.

G. COST: Refer to the "Fees and Tuition" schedule for information on fees, sibling discounts, tuition insurance and pay options. Returning students have priority for financial aid, however new students at PHCA may apply for aid if funds are still available.

PHCA is on the School Collaborator's List for the Pauahi Keiki Scholars and Kipona Scholarship Program.

Students who enroll are obligated to payment of full tuition and fees for the full academic year including cases of any absences, early withdrawals or dismissals. This obligation may be cancelled by notifying PHCA in writing by **June 16, 2020**.