



Myron B. Thompson Academy  
 1040 Richards Street, Suite 220  
 Honolulu, Hawaii 96813  
[www.ethompson.org](http://www.ethompson.org)



## ELEMENTARY CHECKLIST (Entering Grades K-6)

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### Step 1: The Application

COMPLETE Online Student Application Form (<http://www.ethompson.org/>)

### Step 2: Enrollment

**(All documents due 2 weeks from receipt of Enrollment Confirmation Email) Due Date: \_\_\_\_\_**

- COMPLETE Online Enrollment Form (Link provided in Confirmation Email)
- SUBMIT COPY of State Issued Birth Certificate or Passport (NO hospital birth certificates accepted)
- SUBMIT COPY of your current **high speed** internet access (e.g. bill that says “internet” at your physical address)
- SUBMIT COPY of most recent standardized test results (**required for students ENTERING grades 4, 5, & 6**)
- SUBMIT Student Health Record - Form 14 (Must include Immunization Shot Records, TB Clearance, and Physical Exam).
- SUBMIT Parent Verification Form (Attached in Confirmation Email)
- SUBMIT Student Health Information Form (Attached in Confirmation Email)
- SUBMIT McKinney-Vento Questionnaire (Attached in Confirmation Email)
- SUBMIT Technology Responsible Use Form (Attached in Confirmation Email)
- SUBMIT Student Publication Form (Attached in Confirmation Email)

**MAIL ALL THE ABOVE FORMS & DOCUMENT COPIES IN ONE ENVELOPE TO:**

Myron B. Thompson Academy  
 Attn: Elementary Admissions  
 1040 Richards Street, Suite 220  
 Honolulu, HI 96813

**Parent/Guardian will be notified of child’s enrollment status once all documents in Step 2 have been received. If all documents are not received by the 2 week deadline please complete only the Online Application again to initiate another 2 week window to submit ALL documents.**

### Step 3: Attend a mandatory MBTA Elementary Information & Orientation Session

- Receive an orientation invitation via email. Be sure to mark your calendar.
- SIGN and SUBMIT MBTA Agreement (**Will be available at the orientation**)

### Step 4: Submit Student’s Certificate of Release – Form 211 (Not applicable for students enrolling in a Hawaii public school for the first time, students currently homeschooled from a Hawaii public school, or students transferring from a Hawaii private or Out-of-State school)

Certificate of Release - Form 211 Must be obtained from current school **AFTER** June 7, 2022 and submitted to MBTA by **June 20, 2022 (post-marked)**.

**ALL DOCUMENTS FROM STEP 4 MUST BE SUBMITTED BY THE DESIGNATED DEADLINE. STEPS 1-4 MUST BE COMPLETED TO SECURE YOUR CHILD’S REGISTRATION FOR SY2022-2023. FAILURE TO COMPLETE ANY STEP MAY RESULT IN THE RETRACTION OF YOUR CHILD’S ENROLLMENT.**