

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 2021-2022 Online Student Application Form

### 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.**

### 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, 2021 and submitted to MBTA by **June 30, 2021 (post-marked)**.

**Steps 1, 2, 3, and 4 must be completed before your child is officially registered at MBTA.**

**EMAILS, FAXES, & IN PERSON DELIVERY WILL NOT BE ACCEPTED. PLEASE MAIL ALL HARD COPY ORIGINALS TO: MBTA, 1040 RICHARDS STREET, SUITE 220, HONOLULU, HI 96813**