



Myron B. Thompson Academy
1040 Richards Street, Suite 220
Honolulu, Hawaii 96813
www.ethompson.org



ELEMENTARY CHECKLIST (Entering Grades K-6)

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 LOCAL HAWAII high speed internet access (ie. internet bill with current Hawaii address)

___ SUBMIT COPY of the previous school year's standardized test results **required for students currently in grades 3, 4, & 5.** Only those scores from an authorized SBAC test center/school will be accepted. Mail away tests will not suffice. If you are unable to provide a previous year's standardized test results for any reason, you must contact your district school to make an appointment to attend this current year's tests. The test administrator at your district school must complete the SBAC Confirmation form upon completion of the assessments. See Step 4 for due date of the SBAC Confirmation form. Please commit your child to attending the tests.

___ 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: If you did not submit standardized test scores in Step 2:

___ Submit SBAC Confirmation Form by May 31, 2023.

Step 5: 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 9, 2023 and submitted to MBTA by **June 23, 2023 (post-marked).**

ALL DOCUMENTS FROM STEPS 1-5 MUST BE SUBMITTED BY THEIR DESIGNATED DEADLINE. STEPS 1-5 MUST BE COMPLETED TO SECURE YOUR CHILD'S REGISTRATION FOR SY2023-2024. FAILURE TO COMPLETE ANY STEP MAY RESULT IN THE RETRACTION OF YOUR CHILD'S ENROLLMENT.