



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 4 & 5. Students currently in grades 3, 4 & 5 must attend the SBAC tests administered at the regional school this Spring. Only those scores from an authorized SBAC test center/school will be accepted. Mail away tests will not suffice. If you are currently homeschooling your child, you must contact your regional school to have your child tested. Time is of the essence as the Spring assessments are currently underway. For current homeschoolers, you must use our SBAC Confirmation form to confirm that your child has taken the tests this school year.

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 in May 2025

Receive an orientation invitation via email with the specific date. 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 30, 2025 (postmarked).

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, 2025** and submitted to MBTA by **June 20, 2025 (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 SY2025-2026. FAILURE TO COMPLETE ANY STEP MAY RESULT IN THE RETRACTION OF YOUR CHILD'S ENROLLMENT.