



Saint Theresa School
712 North School Street
Honolulu, Hawaii 96817-3098
Phone: (808) 536-4703 Fax: (808) 524-6861
www.sts-hi.org



HOW TO REGISTER

The admissions process should be completed by mid-**April** to be accepted for the 2019 – 2020 school year. However, the rolling admissions process may be continued throughout the year should there be any grade level space available.

- Complete the **APPLICATION FOR ADMISSIONS** (Goldenrod) and return it to the school office with \$100 payment which is non-refundable for the application process and assessment/testing exam fee. Payment may be made in the form of cash, check, cashier's check, money order, or charged by credit card. Please make checks payable to: **Saint Theresa School**. The school accepts VISA, MasterCard, American Express and Discover. **Please provide copies for the following:**
 - 1) Birth Certificate
 - 2) Baptism/Communion/Confirmation Certificate (if Catholic)
 - 3) Social Security Card
 - 4) Current & Previous school year final report card
 - 5) Transcripts/Current Standardized Test Results (if applicable)
- Take the **ADMINISTRATION** (Tan) **AND TEACHERS** (Ivory) **REFERENCE REPORTS** to your child's current/present school and have them complete and return to Saint Theresa School. Be sure to sign and date the top left portion before submitting to your child's current school office and teachers. A stamped envelope addressed to Saint Theresa School should be provided to each teacher.
- When ALL required documents are received and completed, the application will be reviewed by the Administration and the office staff will contact you to schedule an appointment for an interview and assessment screening test for Kindergarten or entrance examination for your child's grade level.
- Day of appointment, the parent(s)/guardian will be interviewed with the Principal. This will be an excellent opportunity to learn more about Saint Theresa School and to ask questions. Upon request, a tour of the school campus may be given. Your child will be taking an entrance examination. An admissions assessment will be given according to child's grade level. Testing is approximately 30 minutes for Kindergarten and 45 minutes - 1 hour for Grades 1-7. Parents you may leave and return. When your child is done with testing, the parent(s)/guardian and child will then meet with the Principal.
- Applicants will be notified day of and/or by mail, if accepted or not accepted. An information packet will also be provided upon acceptance. *You may register/apply for the online FACTS Tuition Management Program at your convenience at home or where you have computer access. You will need to have information of your financial checking or savings account number and an email address to complete process. An assigned agreement number will be provided at the end of this step in which you will need to provide the 9-digit number to the school office.
- Upon acceptance, **please complete the following and submit required forms to the school office to complete the admissions process.**
 1. A deposit of \$300 payment to be collected and your FACTS account will be credited. Payment may be made in the form of cash, check, cashier's check, money order, or charged by credit card. Please make checks payable to: **Saint Theresa School**. The school accepts VISA, MasterCard, American Express and Discover.
 2. *Complete online FACTS Tuition Management Program (**Mandatory**)
 3. Required State of Hawaii Health Form-14 (Updated Student's Health Record)
 4. Emergency Card and Tuition Agreement Form