



## ADMISSION PROCEDURES

### Application

- Complete and submit the Application for Admission along with a non-refundable \$75 application fee no later than **January 15** for priority consideration.
- Include a photo with the application (not required but recommended)
- Birth certificate required for all applicants (**must be 3, 4 or 5 years old** on or before **October 31** for PK & K admission)
- Parent Questionnaire for PK3, PK3/4, PK4 & K admissions only

### Forms for Current School

- Complete and sign the CONSENT FOR RELEASE OF INFORMATION and give to current school.  
*This is only required for students applying for Grades 1 - 8.*
- Complete and sign the release statement on the CONFIDENTIAL TEACHER REFERENCE REPORT and give to the appropriate teacher(s) to fill out. Due to Saint Mark by **February 10**.  
*One teacher report is required for students applying for Grades PK4 & K.*  
*Two teacher reports are required for students applying for Grades 1 - 8.*

These forms (Consent for Release of Information & Teacher's Reference Reports) should be given to the applicant's current school for completion. Please provide the current school with a stamped envelope addressed to:

Saint Mark Lutheran School  
45-725 Kamehameha Highway  
Kaneohe, HI 96744

### Entrance Exam & Assessments

For Grades 1 - 8 admission, we will notify you of the date and time of the Entrance Exam scheduled for your child.

For Pre-K & K admission, no entrance exam is required; however, applicants are scheduled for an in person assessment.

*(In the case of out-of-state applicants, the Entrance Exam may be waived PROVIDED ADEQUATE INFORMATION IS AVAILABLE from the applicant's present school.)*

### Most Recent Academic Records

For PK4 & K admissions, submit a copy of the first semester report card to Saint Mark by **February 10** (if available).

For Grades 1 - 8 admission, submit a copy of last year's final report card and the first semester report card of this year to Saint Mark by **February 10**.

### Decision

The first round of decisions will be mailed out after **March 1**.

Upon acceptance, a place in the classroom will be guaranteed only if the NONREFUNDABLE enrollment fee and contract are remitted within two weeks of acceptance. This fee is applied to the tuition.

It is often necessary to place students on a wait list as enrollment for each class is limited.

### Tuition

Tuition for the upcoming school year is usually determined in the early spring. Check the school office or the school website at [www.smls-hawaii.org](http://www.smls-hawaii.org) for the latest tuition schedule.

### ***NON-DISCRIMINATION POLICY:***

*Saint Mark Lutheran School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.*