



Saint Mark Lutheran School
K a n e o h e, H a w a i i

ADMISSION PROCEDURES

Application

- Complete and submit the Application for Admission along with a non-refundable \$75 application fee no later than **January 15**.
- Include a photo with the application (not required but recommended)
- Birth certificate or copy (for Kindergarten admission only – must be five years old on or before **October 31**)

Forms for Current School

- Complete and sign the CONSENT FOR RELEASE OF INFORMATION and give to current school.
- Complete and sign the release statement on the TEACHER'S REFERENCE REPORT and give to the appropriate teacher(s) to fill out.

One report is required for students applying for Grades K & 1

Two reports are required for students applying for Grades 2 - 8.

These three forms 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

We will notify you of the date and time of the Entrance Exam scheduled for your child.

(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 Kindergarten admission, 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

After the entrance exam and other information are reviewed, written notification of our decision will be mailed.

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 waiting list as enrollment for each class is limited.

Tuition

The attached Tuition Schedule is for the previous school year. The tuition for the upcoming school year has not yet been determined.

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.