

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 2020-2021 Online Student Application Form

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 **high speed** internet access (e.g. bill that says "internet" at your physical address)

___ SUBMIT COPY of most recent standardized test results (required for students currently in grades 4 & 5)

___ 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)

SUBMIT 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: 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 5, 2020 and submitted to MBTA by **June 22, 2020 (end of business day)**.

Steps 1, 2, 3, and 4 must be completed before your child is officially registered at MBTA.

EMAILS & FAXES WILL NOT BE ACCEPTED. PLEASE MAIL OR HAND CARRY ORIGINALS TO: MBTA, 1040 RICHARDS STREET, SUITE 220, HONOLULU, HI 96813