



Myron B. Thompson Academy  
1040 Richards Street, Suite 220  
Honolulu, Hawaii 96813  
[www.ethompson.org](http://www.ethompson.org)



## SECONDARY CHECKLIST (Entering Grades 7-12)

### Step 1: Application

COMPLETE Online Student Application Form (<http://www.ethompson.org>)

### Step 2: Enrollment **Due 2 Weeks from receipt of Enrollment Confirmation Email**

- COMPLETE Online Student Enrollment Form (Link provided in Confirmation email)
- Copy of State Issued Birth Certificate or Passport (NO hospital birth certificates accepted)
- Student Health Record/Form 14 (Must include Immunization Shot Records, TB Clearance, and Physical. A copy may be obtained from student's current school or physician. **If applying for grade 7**, Physical exam must be current within one year of the first day of the new school year)
- Copy of unofficial transcript (If enrolling in grades 8-12)
- Copy of most recent report card (If currently homeschooled, most recent standardized test results)
- Parent Verification Form (*Provided in Confirmation email*)
- School-Parent Compact (*Provided in Confirmation email*)
- Notice of Hawaii State Testing (*Provided in Confirmation email*)
- Elective Course Selection Form (**Grades 9-12 only**) (*Provided in Confirmation email*)
- McKinney-Vento Questionnaire (*Provided in Confirmation email*)
- Equipment Loan Agreement Form (*Provided in Confirmation email*)
- Student Health Information Form (*Provided in Confirmation email*)
- Student Publication Form (*Provided in Confirmation email*)
- Technology Use Form (*Provided in Confirmation email*)
- \$45 Laptop Fee (Checks or money orders may be made payable to "Myron B. Thompson Academy")

SUBMIT ALL THE ABOVE ENROLLMENT FORMS, COPIES, AND LAPTOP FEE IN ONE ENVELOPE TO:

Myron B. Thompson Academy  
Attn: Secondary 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: Student and Parent Orientation (Attendance to one session is required)

Receive an orientation invitation by email once all Enrollment Forms are received. Be sure to mark your calendar.

### Step 4: Submit Student's Certificate of Release/Final Transcript

- Form 211 Certificate of Release (Must be obtained from current school **AFTER** last day of current school year. Not applicable for students enrolling in a Hawaii public school for the first time, current students homeschooled from a Hawaii DOE public school, or students transferring from a Hawaii private or mainland school)
- Copy of Final Transcript (Applies for grades 8-12). A Final transcript is needed to confirm appropriate grade level and accurately schedule your child. Failure to submit a final transcript may result in the delay of finalizing your child's class schedule and/or grade level.

**ALL DOCUMENTS FROM STEP 4 MUST BE SUBMITTED TO MBTA BY JUNE 22, 2020 (POSTMARKED). STEPS 1-4 MUST BE COMPLETED TO SECURE YOUR CHILD'S REGISTRATION FOR SY2020-2021. FAILURE TO COMPLETE ANY STEP MAY RESULT IN THE RETRACTION OF YOUR CHILD'S ENROLLMENT.**