



NEW STUDENT CHECKLIST

To register at Adventist Malama Elementary School, the following will guide you through the steps and the documents needed to file at the school office.

_____ Complete the Online Application form at www.factsmgt.com
Instructions on how to login to FACTS (RenWeb) are available on school website, adventistmalama.org District code: AM-HI

_____ Make time to do the following at the school office

- Pay fees & 1st month's tuition:
 - Testing Fee \$50 (applied to registration if you decide to enroll, otherwise, \$50 is non-refundable)
 - Non-refundable Application/Comprehensive Fee of \$200 by **March 10, 2023** after the due date the payment will be \$400 (also known as Application/Comprehensive fee)
 - Technology fee of \$300
 - Dewars Tuition Insurance fee of \$143.75
 - August Tuition due before the 1st day of school or Pay In Full (5% discount)
- Complete Registration Packet by filling out and signing admission forms and returning them to the school office by the 1st day of school. Forms in packet are:
 - Consent to Treatment (one for each child enrolled)
 - Pick Up Authorization
 - ACH Bank Withdrawal form and supply a voided check
 - Dewar's Tuition Insurance form & Dismissal/Withdrawal Certificate
 - Playground Permission
 - Image & Voice Use Permission
 - Student's Health Record (Form 14)
 - TB (Tuberculin) Test results
 - Physical Examination results
 - Copy of Birth Certificate
 - Copy Social Security Card
 - Student Handbook Agreement
 - Student Release forms (If transferring from another school)

_____ You will be given:

- AMES Quick Info sheet
- School Calendar for the entire school year
- Student Supply List

Adventist Malama Elementary School

86-072 Farrington Highway * Waianae HI, 96792
Phone: (808) 696-3988 FAX: (808) 696-7790

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