



Saint Theresa School

712 North School Street
Honolulu, HI 96817-3098

Phone: (808) 536-4703 / Fax: (808) 524-6861

www.sts-hi.org



ENROLLMENT CHECKLIST

Please refer to this checklist to guide you through the admissions application process.

- Admissions Application
- Application / Observation-Screening / Assessment / Testing Fee of \$100
- Copy of Birth Certificate
- Copies of Baptism / Communion / Confirmation Certificate (if Catholic)
- Copy of Social Security Card
- Administration Reference Report (Grades 1 – 8)
- Teachers Reference Report (Grades 1 – 8)
- Copies of Current and Previous Year - Progress Report / Report Card
- Copies of Transcript / Current Standardized Test Results (Grades 2 – 8)
- Interview & Observation-Screening (Preschool) / Assessment (Grade K) / Testing (Grades 1 – 8)
- Sign-up online with FACTS Tuition Management Program (*mandatory*)
- Deposit/Comprehensive fee of \$300 (*due online w/FACTS unless on auto pay*)
- Emergency & Drop Off / Pick Up Information Form (*to be provided with acceptance letter*)
- Tuition Agreement Form (*to be provided with acceptance letter*)
- Current / Updated Health Form-14 (*due before school entry start date*)