Admission for School Year 2017 – 2018

Punahou School is an independent day school serving children from every racial, religious, social and economic group in Hawai‘i. In 2016, the School celebrated the 175th anniversary of its founding by Congregational missionaries in 1841. The fundamental goals of Punahou School have remained constant: development of ethical values consistent with Punahou’s heritage and pursuit of academic excellence.

Accredited by the Western Association of Schools and Colleges, Punahou has a faculty of 350 and a support staff of over 370 serving approximately 3,750 students grades K – 12.

Punahou is administratively divided into the Junior School (K – 8) and the Academy (9 – 12). Each has its own principal and faculty with classroom areas located on a 76-acre campus. Teaching strategies in both areas are similar: in addition to instruction in self-contained classrooms, teaching styles include individualization, cooperative teaching and multidisciplinary approaches.

Beyond courses common to all college preparatory schools, Punahou offers outdoor education K – 12, five foreign languages 7 – 12 with after school immersion programs K – 3, and a diversity of choice including 17 Advanced Placement courses in 9 – 12, all in an environment with integrated technology and age-appropriate use of computing devices. The curriculum is supported by three libraries and multiple creative learning centers across campus offering makerspaces and collaboration opportunities.

The arts – music, drama and visual arts – are an integral part of the curriculum K – 12, with multiple levels of orchestra, band and chorus, and choices including glassblowing and digital arts 9 – 12. The PE program K – 12 is augmented by a broad athletic program 7 – 12, offering interscholastic competition for boys and girls.

At what grade levels are new students admitted?

Punahou admits new students at all grade levels. Grade level openings are: kindergarten (150), grade 4 (50), grade 6 (88), grade 7 (80) and grade 9 (72). At grades 1, 2, 3, 5, 8, 10, 11 and 12, openings are limited and are contingent upon withdrawals.

How does the Admission Committee weigh test scores, previous academic record and teacher recommendations?

The Committee is interested in placing students who will benefit from and contribute to the school community. There are no predetermined percentage weights designated. The following lists specific expectations:

Kindergarten: Above average academic potential as indicated by individual cognitive tests administered by the school’s assessment specialists; a satisfactory group observation report by early childhood faculty members; a commendable report from the applicant’s current school; and progress reports or report cards, if available.

Grades 1 – 3: Achievement test results in reading and math comparable to or above Punahou medians; commendable report from the current school; writing skills comparable to Punahou grade level expectations; and commendable report card.

Grades 4 – 5: Elementary SSAT (EL SSAT) results in quantitative, verbal, reading comprehension and writing; commendable report cards; and recommendations from the current school.

Grades 6 – 11: SSAT test results are comparable to Punahou averages. Score range averages for successful applicants by grade level are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Reading</th>
<th>Verbal</th>
<th>Quantitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>495 – 515</td>
<td>500 – 520</td>
<td>500 – 520</td>
</tr>
<tr>
<td>6</td>
<td>630 – 650</td>
<td>630 – 650</td>
<td>635 – 655</td>
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<td>7</td>
<td>635 – 655</td>
<td>635 – 655</td>
<td>640 – 660</td>
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<tr>
<td>8</td>
<td>665 – 685</td>
<td>670 – 690</td>
<td>670 – 690</td>
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<tr>
<td>9</td>
<td>660 – 680</td>
<td>660 – 680</td>
<td>675 – 695</td>
</tr>
<tr>
<td>10</td>
<td>675 – 695</td>
<td>685 – 705</td>
<td>690 – 710</td>
</tr>
<tr>
<td>11</td>
<td>685 – 705</td>
<td>695 – 715</td>
<td>705 – 725</td>
</tr>
</tbody>
</table>

These are not cut-off points but guidelines for decisions. While the majority of those accepted to Punahou score within or above the ranges listed, some applicants with lower scores may be admitted. In addition to SSAT test results, candidates need to have commendable academic records, satisfactory writing skills, and a positive recommendation from their current school. In grades 10 – 12, transcripts are required, as candidates must have the necessary credits for graduation requirements. Grades of C or above are transferable for Punahou credit. Grades of C– or below are not transferable for credit.

Grade 12: The limited openings at this level will be filled by candidates having strong SAT scores. Scores of 617 for Critical Reading, 660 for Math and 631 for Writing are guidelines for decisions, but are not cutoff points. Along with strong SAT scores, above average grades and exemplary citizenship reports, applicants must have sufficient transferable credits to meet Punahou graduation requirements within one year. (See the Punahou Handbook for graduation requirements.)
Does a request for financial aid jeopardize an applicant’s chances for admission?

A family’s financial status is not part of admission criteria. The Financial Aid Committee grants aid on the basis of calculated need.

What is the annual tuition?

K – 12 tuition for 2016 – 2017: $22,950
Charges are subject to yearly adjustments. There are annual, semester and monthly payment options. Tuition refund insurance is available.

What are the application deadlines?

Kindergarten: Applications will be available on August 15 and must be submitted to the Admissions Office by October 15.

Grade 4: Applications will be available on August 15. All applicants whose applications are received by October 31 will be scheduled for group sessions on Saturdays. The Elementary SSAT (EL SSAT) admission test results must be sent to Punahou by SSAT.

Grades 6 – 11: Applications will be available August 15 and are due by November 15. Candidates who submit October, November, December, or January SSAT results are given primary consideration for the spaces available. Late applicants are not automatically scheduled for an interview.

Grade 12: Limited spaces are available at this level and decisions are made as spaces develop. Applications are due by November 15.

When and how will candidates be notified?

Candidates will be informed by letter.

Grades K – 5: Decision letters will be mailed no later than April 21, 2017.

Grades 6 – 12: Candidates who have complied with the December application deadline will be sent letters of decision by March 24, 2017. Those who file late applications will be notified as decisions are made. A limited number of late applicants will be interviewed.

Is it advisable to reapply if not admitted?

Yearly there are more qualified candidates than there are available spaces. Though numbers vary from grade to grade, generally four applicants compete for each opening. The Admission Directors, Admission Counselors and Assessment Specialists will confer with parents of applicants who have not been admitted. At this conference, admission criteria are reviewed and parents are advised as to appropriate reapplication plans.

Is summer school a requirement prior to being admitted to Punahou?

Punahou’s summer program is open to all K – Grade 8 students in the community. Many families use the summer programs as an introduction to Punahou. Enrollment in a summer program is not a requirement for admission. Applicant families may go online at www.punahou.edu, Summer School link or call the Summer School Office at 808.944.5737 for a Summer School registration form.

Anticipating Your Questions

Punahou welcomes your interest in our school. Following are information and answers to questions most frequently asked by applicants. Should you desire additional information, please write, call, or email the Admission Office.

How are students selected?

Admission to Punahou is competitive. Test scores, interviews, observations made by our teachers, report cards, citizenship, and teacher report forms are all considered. At upper grades, talents and leadership qualities are also considered.

Are any applicants given special consideration?

Yes, Punahou reserves the right to give special consideration to qualified candidates who are: children of alumni, faculty or staff or of Hawaiian descent; descendants of Punahou’s missionary founders; or siblings of enrolled students. However, admission is not automatic for such applicants.

What are the chances of admission for a student with no special consideration?

More than half of the students admitted each year to Punahou do not have special consideration.

Does Punahou have a wait pool?

At each grade level, some candidates are notified that they are placed in a wait pool. This is an unranked group of applicants who are eligible for acceptance if additional openings develop during late spring and summer. Those admitted from this pool will be notified by phone.

Is Punahou School Office of Admission

Betsy S. Hata
Director of Admission and Financial Aid
Tel: 808.944.5714 or 808.944.5715
Fax: 808.943.3602
Email: admission@punahou.edu

Punahou School does not discriminate on the basis of race, color, religion, national or ethnic origin, sex/gender, sexual orientation, age or disability in administration of its employment practices or educational policies: admission, financial aid and athletic, and other School-administered programs.
Financial Aid for School Year 2017 – 2018

Punahou School maintains a long-standing tradition of making a Punahou education accessible to students from many backgrounds regardless of family finances. Financial aid grants totaled over 6.3 million dollars for the 2016 – 2017 school year. Assistance is available based on calculated need.

Students at all grade levels receive financial aid. The graph (right) illustrates the comparison of the average awards for 2016 – 2017 with the previous four years.

Financial assistance is available to both new and continuing students who are U.S. citizens. International students may apply for aid, however, there are limited funds for this purpose. Parents must complete a new financial aid application each year; changes in family economic circumstances may affect the amount of the award from year to year.

Punahou School uses the School and Student Services (SSS by NAIS) to help determine eligibility. Families requesting financial aid must complete the following two applications:

1. **Parents’ Financial Statement (PFS)**
   Applicants may complete this form online beginning October 24, 2016 at sss.nais.org. The PFS must be completed and submitted online.

2. **Punahou School Financial Aid Application**
   This application is available at www.punahou.edu/financialaid beginning November 20, 2016 as part of the Financial Aid Application Packet. It may be requested in hard copy from the Financial Aid Office at Punahou School (phone 808.943.3627) in December.

The following supporting documents are also required:

- A signed copy of 2016 IRS Form 1040 and ALL applicable schedules and attachments
- Copies of all W-2 and 1099 forms
- A signed IRS Form 4506-T
- A signed copy of 2016 Hawaii State Tax return
- A copy of the most recent Notice of Property Assessment for all residential and/or investment real estate properties in Hawaii and elsewhere, if applicable.
- Business Tax Returns, if applicable
- A copy of most recent paycheck stub(s)
- Punahou School Financial Aid Application
- Student Information Form

The Punahou Financial Aid Application and the supporting documents must be submitted to Punahou School Financial Aid Office.

The deadline for receipt of all forms is February 15, 2017.

Preference for awards will be given to applications received on time. Incomplete applications will not be processed. Late applications will be processed in the order that they are received.

When determining awards, the Financial Aid Committee considers income, assets, liabilities, family size, and the number of students at tuition-charging institutions. The Committee also considers the earning potential of a non-working parent if no small children are at home. Families with children at other independent schools or in college are expected to apply for financial aid from those schools.

Punahou’s policy regarding aid to families when parents are separated, divorced or never married is firm: the income and assets of both parents are considered. The Financial Aid Committee is not bound by the assertion that one parent has disclaimed responsibility for educational expenses. If either parent has remarried, the income and assets of the stepparent are considered, keeping in mind the obligation of the stepparent to his or her own children.

The Financial Aid Committee reserves the right to reduce or withdraw aid if a student’s academic performance or conduct is unsatisfactory, even if such shortcomings do not result in dismissal from school. If a student is not enrolled at Punahou School, financial aid will terminate at once and will not apply to any remaining tuition.

New students will receive notification of financial aid awards along with admission decision letters in March and April. Financial aid applications will not be accepted after admission decisions are sent out. Returning students will receive their financial aid notification in May.

Punahou School Financial Aid Office
Jennifer L. Hong
Director for Financial Aid
Tel: 808.943.3627
Email: financialaid@punahou.edu

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Instructions for Application for Admission  Grades 6 – 12  2017 – 2018

» Please read instructions carefully.
» Disabled applicants or parents needing assistance, please contact the Admission Office directly.

Applications
Application may be made online at www.punahou.edu/Admission or by completing the admission application available from the Admission Office.

Application Fees
A non-refundable fee of $125 must accompany each application for admission. For online applications, the non-refundable fee may be charged to a credit card. Payment may also be made by check and submitted with required documentation. For late applicants, the late application fee will be $175 and may only be paid by cash or check.

Due Date
Applications for admission to Grades 6 – 12 with application fees must be received in the Admission Office by November 15, 2016.

Testing
Grades 6 – 11
Applicants must:
» register for and take the October, November, December or January SSAT,
» request SSAT results be sent directly to Punahou School.

We strongly recommend that applicants register online for the SSAT at www.ssat.org. Applicants may download or order The Official Guide to the SSAT at www.ssat.org.

SSAT fee waivers are available for candidates eligible for Punahou financial aid. Please call the Financial Aid Office for assistance before registering for the test.

Grade 12
Applicants must:
» request SAT results be sent directly to Punahou School.

Applicants may register online at www.collegeboard.com.

Interviews
An individual interview with a faculty member is scheduled for all local applicants. Off-island applicants must submit a handwritten essay in which the candidate tells about himself or herself.

Report Cards/Progress Reports
Parents are responsible for submitting clear printed copies of official report cards. Report cards are due January 31, 2017. Please do not email or fax reports.

* Please note: Punahou School reserves the right to require additional documentation for students with learning differences. Conferences for planning purposes are encouraged.

Grades 6 – 12
Last year’s complete report card, including teacher comments for all reporting periods, and the first semester or trimester report card, including teacher comments, for the current year must be submitted.

Grades 9 – 12
In addition to official report cards, an official transcript of all high school work, including the first semester or trimester of the current year, must be submitted. Grading symbols other than A, B, C, etc., should be explained, as should any citizenship grading system. Grades of C or above are transferable for Punahou credit. Grades of C- or below are not transferable for credit.

Teacher Reference Forms and Extracurricular Forms
Extracurricular reference forms are recommended but not required. Due date for teacher recommendation and extracurricular forms is January 31. Please do not email or fax forms.

Oahu Applicants
Teacher Reference Report forms must be submitted by the applicant's current English and math teachers. Two Extracurricular Reference Report forms may be submitted by the leaders of two activities in which the applicant participates, e.g., scouts, music lessons, sports. Teacher and extracurricular references should be sent directly to the Admission Office by those completing the reports. Please provide each teacher with a stamped envelope addressed to the Director of Admission, Punahou School, 1601 Punahou Street, Honolulu, HI 96822.

Off-Island Applicants
Additional reference forms are requested in lieu of an interview. Teacher Reference Report forms must be submitted by the applicant’s current English, math, social studies and science teachers. Two Extracurricular Reference Report forms may be submitted by the leaders of two activities in which the applicant participates, e.g., scouts, music lessons, sports. Teacher and extracurricular references should be sent directly to the Admission Office by those completing the reports. Please provide each teacher with a stamped envelope addressed to the Director of Admission, Punahou School, 1601 Punahou Street, Honolulu, HI 96822.
Standardized Test Reports
If the applicant has recently completed a standardized test in reading, language, or math, the results, complete with the name of the test, level, and date, may be submitted. This is optional; it is useful to have this additional data, but it is not a requirement as some students have not been previously tested.

General Information
» Students transferring to Punahou from another accredited high school, or who have taken summer session work in another high school, will receive credit toward graduation only for those subjects in which they have received grades of C or better.

» Chapel attendance is required of all students.

» Physical examinations (including immunizations and tuberculin test) are required of all new Punahou students before the first day of school.

» Students failing to meet Punahou’s academic or citizenship standards may be asked to withdraw at any time.

» A family’s financial status is not part of admission criteria; the Financial Aid Committee grants aid on the basis of calculated need.

Mailing Information
Mail application to:
Admission Office
Punahou School
1601 Punahou Street
Honolulu, HI 96822-3399

Tel: 808.944.5714 or 808.944.5780
Fax: 808.943.3602
Email: admission@punahou.edu

Betsy S. Hata
Director of Admission and Financial Aid

Lon M. Wysard
Associate Director of Admission and Financial Aid

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Punahou School Campus

1. Admission Office, Sullivan Administration Building
2. Wilcox Hall, Omidyar K – 1 Neighborhood
   (Kindergarten testing/group sessions, Grade 1 testing)
3. 2 – 5 Neighborhood (Grades 2 and 3 testing)
4. Castle Hall (Grades 4 and 5 testing)
5. Bishop Hall
6. Cooke Hall
7. Alexander Hall
8. Cooke Library
9. Thurston Chapel
10. Wo International Center
11. Dillingham Hall
12. Mamiya Science Center (Grades 9 – 12 Interviews)
13. Case Middle School (Grades 6 – 8 Interviews)

☆ This area is under construction. For information and updates, visit www.punahou.edu/campusmasterplan.
## Checklist for Applicants

### Grades 6 – 12

#### Step 1: The Application

Submit all application materials in a single envelope.

- Completed, signed 2017 – 2018 Application for Admission form
- Applicant’s photo *(optional, but highly recommended)*
- Application fee of $125. Submit payment online with a credit card or make check payable to Punahou School.
- Copy of previous school year’s complete report card and any recent standardized test results, if available.
- Official transcript of all high school courses if applying to Grades 10 – 12

You will receive an acknowledgement email and personalized applicant ID labels to use on all subsequent submissions.

#### Due by:
- November 15

#### Mail to:
- Admission Office
- Punahou School
- 1601 Punahou Street
- Honolulu, HI 96822-3399

#### Step 2: Admission Testing

- Grades 6 – 11: Register for the SSAT at ssat.org. List Punahou as score recipient.
- Grade 12: Register for the SAT. List Punahou as score recipient.

Be sure that name and birth date on SSAT and SAT registration and Punahou application match exactly. Please use applicant’s full legal name, not nickname, on both forms.

#### Due by:
- October to January

#### Step 3: Individual Interviews

- Receive an individual interview notice by mail. Be sure to mark your calendar.

#### Due by:
- November to February

#### Step 4: Current Teacher Reference

Current math and English teachers must each submit a Teacher Reference Report form.

Follow these steps:
- Sign the form.
- Affix a Punahou applicant ID label to form.
- Stamp and address the envelope to the Admission Office.
- Deliver form and envelope to the appropriate teacher(s) in December.

#### Due between:
- January 1 and January 31

#### Step 5: Extracurricular Reference Report Forms *(recommended, but not required)*

Applicants may submit no more than two Extracurricular Reference Report forms; only the first two forms received will be included in the applicant’s records. Follow directions in Step 4.

#### Due between:
- January 1 and January 31

#### Step 6: Current Year Academic Records

- Send copy of official report card and teacher comments for the current year to the Admission Office.
- Send copy of any recent standardized test results, if available.

#### Due between:
- January 1 and January 31
Teacher Reference Report

Grades 6 – 12
Due between January 1 – 31

To the Teachers
This student is an applicant for admission to Punahou. We regard your professional evaluation of this child as a part of the criteria used in considering his/her application. Any information you supply will be held in strict confidence. Please return this form directly to Punahou School.

To the Parent/Guardian
» Please print or type the student’s name.
» Affix an ID label. Labels will be sent to you upon receipt of the application.
» Complete and sign the release statement at the top of the form on the other side.
» Provide a stamped envelope addressed to Punahou Admission Office with each Teacher Reference Report. These reports will be held in strict confidence and be used only for admission purposes.
» Form should be filled out by current academic teachers only.
## Common Teacher Reference Report

**Grades 2 – 12**

Parents: Please read and sign the following release statement:
I understand the information on the Teacher Reference Report is confidential and will not be shared beyond the Admission Committee.

### Applicant's Name

**LAST**  **FIRST**  **MIDDLE**  **Grade Applying**

### Class Level

- Accelerated
- High
- Average
- Low
- Heterogeneous

### Subject and/or Grade

- Self-contained  [ ] Yes  [ ] No

Please check the appropriate rating. N/A (not applicable) may be used in areas where there is insufficient information.

### Academic Qualities

<table>
<thead>
<tr>
<th>Motivation (effort, drive)</th>
<th>rare</th>
<th>moderate</th>
<th>maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work alone</td>
<td>needs help frequently</td>
<td>needs help occasionally</td>
<td>works well</td>
</tr>
<tr>
<td>Homestudy habits</td>
<td>never completes assignments</td>
<td>completes assignments</td>
<td>does more than expected</td>
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<tr>
<td>Participation in discussion</td>
<td>contributes when called on</td>
<td>volunteers occasionally</td>
<td>joins in readily</td>
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<td>has some difficulty</td>
<td>good</td>
<td>exceptionally good</td>
</tr>
<tr>
<td>Use of time</td>
<td>poor</td>
<td>average</td>
<td>excellent</td>
</tr>
<tr>
<td>Organization of work</td>
<td>poor</td>
<td>average</td>
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<tr>
<td>Follows directions</td>
<td>needs much explanation</td>
<td>needs occasional help</td>
<td>responds quickly</td>
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</table>

### Personal Qualities

<table>
<thead>
<tr>
<th>Leadership potential</th>
<th>a follower</th>
<th>occasionally seeks opportunities</th>
<th>natural leader</th>
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<tbody>
<tr>
<td>Classroom conduct</td>
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We appreciate additional observations about this applicant.

________________________________________________________

________________________________________________________

________________________________________________________

Print or Type Name ____________________________  Teacher's Signature ____________________________

School ____________________________  School Phone # __________  Date ______

All HAIS schools accept this common form. Check the reverse side for date that completed form is due.
Teacher Reference Report

Grades 6 – 12

Due between January 1 – 31

To the Teachers

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» Please print or type the student’s name.

» Affix an ID label. Labels will be sent to you upon receipt of the application.

» Complete and sign the release statement at the top of the form on the other side.

» Provide a stamped envelope addressed to Punahou Admission Office with each Teacher Reference Report. These reports will be held in strict confidence and be used only for admission purposes.

» Form should be filled out by current academic teachers only.
Hawaii Association of Independent Schools

**Common Teacher Reference Report**

Grades 2 – 12

Parents: Please read and sign the following release statement:
I understand the information on the Teacher Reference Report is confidential and will not be shared beyond the Admission Committee.

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**Applicant’s Name** ___________________________ **Grade Applying** ___________

**Class Level:** Accelerated ___________ High ___________ Average ___________ Low ___________ Heterogeneous ___________

Subject and/or Grade ________________ Self-contained  □ Yes  □ No

Please check the appropriate rating. N/A (not applicable) may be used in areas where there is insufficient information.

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</tbody>
</table>

We appreciate additional observations about this applicant.

---

Print or Type Name ___________________________ Teacher’s Signature ___________________________

School ___________________________ School Phone # ___________ Date ___________

*All HAIS schools accept this common form. Check the reverse side for date that completed form is due.*
Extracurricular Reference Report

Due between January 1 – January 31

To Activity Leader
Please indicate your activity area.
This student is an applicant for admission to Punahou. We regard your professional evaluation of this child as a part of the criteria used in considering his/her application. Any information you supply will be held in strict confidence.
Please return this form to Punahou School.

To the Parent Guardian
» This report is not required by Punahou School.
» Please print or type the student’s name.
» Affix an ID label. Labels will be sent to you upon receipt of the application.
» Complete and sign the release statement at the top of the form on the other side.
» Provide a stamped envelope addressed to Punahou Admission Office with each Extracurricular Reference Report. These reports will be held in strict confidence and be used only for admission purposes.
» Submit no more than two Extracurricular Reference Reports. Only the first two forms received will be included in the student’s records.
Parents please read and sign the following release statement:
I hereby give permission to release the information indicated in the Extracurricular Reference Report for the purpose of admission to Punahou School.

Parent or Guardian ____________________________ Date ____________________________

Name ____________________________ Applicant for grade ____________________________

Each applicant to Punahou for grades 6 – 12 has the option to supply a recommendation from the leader of some activity in which he/she is engaged. Please complete this form as indicated below, using question marks when you are in doubt or lack adequate knowledge. Thank you for your help.

Underline general area of activity: Art, Athletics, Dance, Debate, Drama, Leadership, Music, Speech, Writing

Other ____________________________

Specific activity ____________________________

Talent if different from above ____________________________

Length of time you have worked with applicant in this activity ____________________________

Describe program and applicant’s place within program.

Check the following Superior Good Fair Poor

Degree of talent

Persistence in developing talent

Ability to share honors

Degree of competitive spirit

Ability to accept and use instruction

Ability to accept criticism

Ability to accept defeat or lack of success

Integrity

Maturity

Friendliness

Dependability

Loyalty

Leadership potential

Comments

Signature ____________________________ Date ____________________________

Print or Type Name ____________________________

Address ____________________________________________________________

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