



PUNAHOU SCHOOL

1601 Punahou Street
Honolulu, HI 96822-3336

Instructions for Application for Admission K – Grade 5

2011 – 2012

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

Applications

Kindergarten and grade 4 are entry levels at Punahou. For grades 1 – 3 and 5, testing for admission is offered only to applicants who are in the wait pool (those who qualified for the previous year, but were not placed.)

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 \$100 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 \$125 and may only be paid by check.

Due Dates

Applications for admission with application fees must be received by the Admission Office according to the following deadlines:

Kindergarten	October 15
Grades 1 – 3	December 31 (<i>not available online</i>)
Grade 4	October 31
Grade 5	December 31 (<i>not available online</i>)

Age Requirements at the Time of Entry

To qualify for admission testing, your child must have been born between the dates listed below:

Grade	Boys	Girls
K	6/05–6/06	9/05–9/06
1	6/04–6/05	9/04–9/05
2	6/03–6/04	9/03–9/04
3	6/02–6/03	9/02–9/03

Testing

The Punahou faculty assists in the testing and observation of all K – 5 applicants.

Kindergarten

An individual test session with an assessment specialist is scheduled during the school week between October and March. In addition, each child is required to attend a Saturday morning classroom session.

Grade 4

All applicants whose applications are received or postmarked by October 31 will be scheduled for testing. Achievement tests in reading and math are administered on two Saturdays at Punahou. Testing is scheduled in January and February.

Grades 1, 2, 3 and 5

Achievement testing in math and reading is offered to previously qualified candidates who were not enrolled due to limited space.

Report Cards/Progress Reports

Parents are responsible for submitting clear copies of report cards or progress reports complete with teacher comments by February 15.

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

Kindergarten

A report card or progress report from last year and the first semester of the current year must be submitted. If your child's school does not have written reports, please write "No report card" under the name of the school on the application form.

Grades 1 – 5

Last year's complete report card, including teacher comments for all reporting periods, and the first semester report card, including comments for the current year, are required.

Teacher Reference Forms

Submit all forms by February 15, but no earlier than January 15.

Kindergarten – Grade 1

One Teacher Reference Report must be submitted to Punahou School by your child's current teacher. Completed forms should be sent directly by the teacher to the Admission Office. If your child has more than one teacher for major subjects, additional forms may be copied or downloaded from www.punahou.edu/Admission. Please provide each teacher with a stamped envelope addressed to the Director of Admission, Punahou School, 1601 Punahou Street, Honolulu, HI 96822.

Grades 2 – 5

One Teacher Reference Report must be submitted to Punahou School by your child's current teacher. Completed forms should be sent directly by the teacher to the Admission Office. If your child has more than one teacher for major subjects, additional forms may be copied or downloaded from www.punahou.edu/Admission. 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 test name, 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

- » A non-refundable enrollment deposit of \$500 (to be credited toward tuition) is required by May 10 of all applicants offered admission prior to that date. Candidates accepted after May 10 must submit the deposit within ten days of notification or by the date specified in the letter of acceptance.
- » Physical examinations (including immunizations and tuberculin test) are required of all new Punahou students before the first day of school. Annual dental checkups are required of all students in grades K – 8.
- » Chapel attendance is required of all students.
- » 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 demonstrated financial need. If financial aid is being requested, please indicate in the space provided on the application.

Mailing Information

Mail application to:
Admission Office
Punahou School
1601 Punahou Street
Honolulu, HI 96822-3336

Tel: 808.944.5714 or 808.944.5715

Fax: 808.943.3602

Email: admission@punahou.edu

Betsy S. Hata

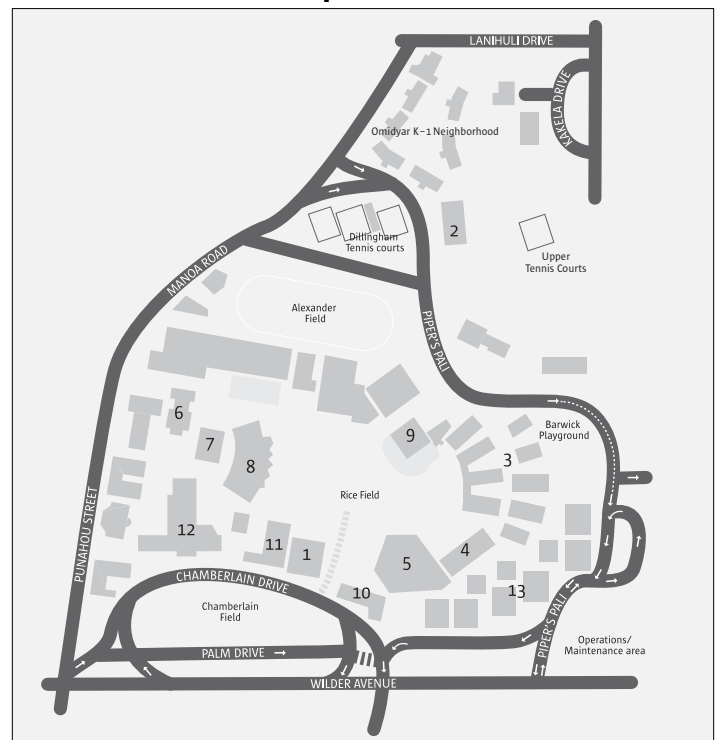
Director of Admission and Financial Aid

Lon M. Wysard

Associate Director of Admission and Financial Aid

Punahou School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, or disability in administration of its educational or admission policies, financial aid programs, athletic and other School administered programs or in its employment practices.

Punahou School Campus



1. Admission Office, Sullivan Administration Building
2. Wilcox Hall, Omidyar K – 1 Neighborhood
(Kindergarten testing/group sessions)
3. Winne Units (Grades 1, 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)



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Checklist for Applicants

Grade 4

Step 1: The Application

Submit all application materials in a single envelope.

- Completed, signed 2011 – 2012 **Application for Admission** form
- Applicant's photo (*optional, but highly recommended*)
- Application fee of \$100. 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

Due by:
October 31

Mail to:
**Admission Office
Punahou School
1601 Punahou Street
Honolulu, HI 96822-3336**

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

Step 2: Admission Testing

You will receive an appointment notice for group testing sessions.
Be sure to mark your calendar.

Testing dates:
January to February

Step 3: Current Teacher Reference

After the first of the year, a current teacher must 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 in December.

Due between:
January 15 and February 15

Step 4: Recent Academic Records

- Send a copy of the most recent report card or progress report and teacher comments to the Admission Office.
- Send copy of any recent standardized test results, if available.

Due between:
January 15 and February 15



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Teacher Reference Report

Grades 2 – 5

Due between January 15 – February 15

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

Affix ID Label Here

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.

PARENT OR GUARDIAN _____

DATE _____

Applicant's Name _____ Grade Applying _____
LAST FIRST MIDDLE

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

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

Personal Qualities

Leadership potential	_____ a follower _____	_____ occasionally seeks opportunities _____	_____ natural leader _____
Classroom conduct	_____ poor _____	_____ average _____	_____ excellent _____
Cooperates with adults	_____ rarely _____	_____ usually _____	_____ always _____
Personal/social adjustment	_____ relates poorly with others _____	_____ fluctuating relationships with peers; generally happy person _____	_____ healthy self image; healthy peer relationships _____
Ability to work in a group	_____ rarely _____	_____ usually _____	_____ always _____
Consideration of others	_____ rarely _____	_____ usually _____	_____ always _____
Takes initiative	_____ rarely _____	_____ usually _____	_____ always _____
Fulfills responsibilities	_____ rarely _____	_____ usually _____	_____ always _____
Uses suggestions or corrections	_____ rarely _____	_____ usually _____	_____ always _____

We appreciate additional observations about this applicant. _____

Print or Type Name _____ Teacher's Signature _____

School _____ School Phone # _____ Date _____