



PUNAHOU SCHOOL

1601 Punahou Street
Honolulu, HI 96822-3336

Instructions for Application for Admission Grades 6 – 12

2011 – 2012

- » 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 \$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 Date

Applications for admission to Grades 6 – 12 with application fees must be received in the Admission Office by **December 1, 2010**.

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. Punahou SSAT code is **5938**.

We strongly recommend that applicants register online for the SSAT at www.ssat.org. Applicants may order a complete Student Registration Guide or download the Guide and registration forms 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. Punahou SAT code is **120085**.

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 copies of report cards. **Report cards are due January 31, 2011.**

** 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 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**.

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, and two additional major academic 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 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 April 15 of all applicants offered admission prior to that date. Candidates accepted after April 15 must submit the deposit within ten days of notification or by the date specified in the letter of acceptance.
- » 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 demonstrated financial need. If financial aid is being requested, it must be indicated in the space provided.

Mailing Information

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

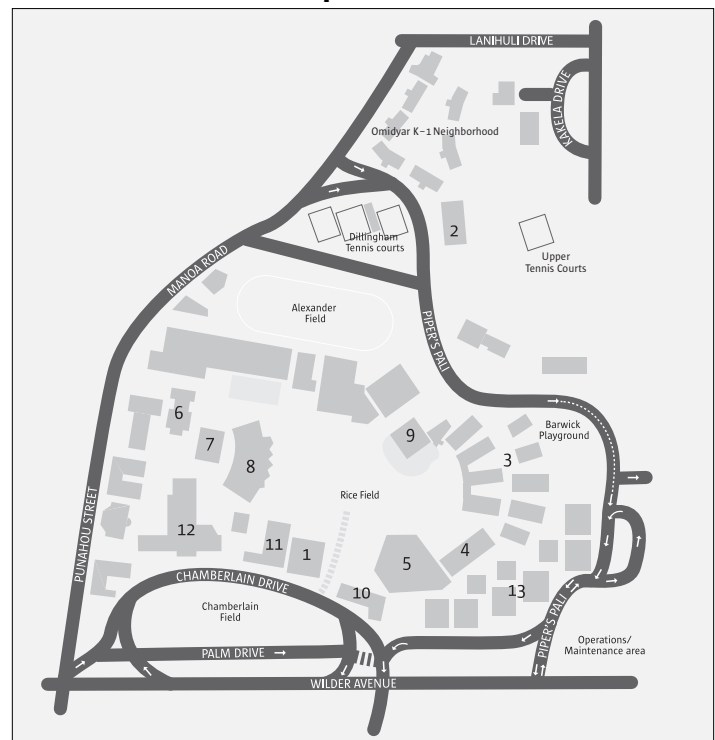
Tel: 808.944.5714 or 808.944.5715
Fax: 808.943.3602
Email: admission@punahou.edu

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

Grades 6 – 12

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, if available.
- Official transcript of all high school courses if applying to Grades 10 – 12

Due by:
December 1

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

- Grades 6 – 11: Register for the SSAT at ssat.org. List **Punahou** as score recipient; **code: 5938**. **October to January**
- Grade 12: Register for the SAT. List **Punahou** as score recipient; **code: 120085**.

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.

Step 3: Individual Interviews

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

Step 4: Current Teacher Reference

Current math and English teachers must each submit a **Teacher Reference Report** form. Follow these steps:

Due between:
January 1 and January 31

- 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.

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: Recent Academic Records

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

Due between:
January 1 and January 31



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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

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 _____



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Teacher Reference Report

Grades 6 – 12

Due between January 1 – 31

To the Teachers

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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 _____



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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 section below.
- » 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.

I hereby give my permission to release the information indicated on the Extracurricular Reference Report regarding my child, _____, for the purpose of admission to Punahou School.

Signature of parent/guardian

Date

Address

Extracurricular Reference Report

Due between January 1 – January 31

Affix ID Label Here

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 _____