



APPLICATION FOR ADMISSIONS INSTRUCTIONS

Mahalo for your interest in Pu'ukumu School! At Pu'ukumu, we're committed to transforming children's lives by offering a whole-student, high-performing educational program that nurtures each child's unique character, gifts, and attributes and solidly prepares them for college and career success. Pu'ukumu is a vibrant and spirited learning community unlike any other in the state of Hawai'i, public or private, and we look forward to growing our learning 'ohana year by year.

Admissions priority is given to siblings of enrolled students, students currently attending elementary schools on the North Shore, and students whose parents live and/or work on the North Shore. However, admission is not automatic for applicants in these categories, and all applicants must go through the application process for admission.

Pu'ukumu School observes a rolling admissions policy. Applicants, who apply after the respective class is full, are eligible for our waitlist. On this document, you'll find an admissions process timeline and instructions for applying, for your reference.

Please email our admissions team at team@puukumu.org for questions regarding the admissions process and/or application items.

ADMISSIONS EVENTS

Campus Visits

For: Prospective students, parents/guardians of applicants, and interested community members.

Location: Pu'ukumu School — 4551 Kapuna Road, Kilauea, HI 96754 (Old Kula School)

Time: Campus visits are scheduled by appointment and generally held on Wednesday mornings.

Please call the Front Office at (808) 320-3746 or email Sky Asher at sky.asher@puukumu.org to schedule a campus visit.

ADMISSIONS PROCESS

1. Once the completed application (see **How To Apply**) is received either by mail or hand-delivery, you will get an **email** from a member of our staff, confirming receipt.
2. If your application is complete, you and your child will be scheduled for an **interview** appointment on campus. The interview allows us to get to know your child in a comfortable setting and helps us to determine whether our instructional model and school culture are the right fit for your child.
3. A determination **letter** will be mailed within two weeks of the interview. If accepted, a non-refundable enrollment process fee of \$150, a signed tuition contract, and other enrollment forms are due by the deadline indicated in your acceptance letter and tuition contract. All enrollment items must be submitted in order to secure your child's placement for the coming school year.

HOW TO APPLY

Please submit your completed application in a single envelope via mail or hand-delivery to our campus.

***** Please note that only completed applications will be reviewed. *****



Mailing Address:
Pu'ukumu School
Attn: Admissions
4551 Kapuna Road
Kilauea, HI 96754

5-Step Application Process

- ✓ **Step 1:** Download and print the Application for Admissions form from our website under "Apply"; complete form, attach color photo of your child (4x6 or smaller), and sign.
- ✓ **Step 2:** Download and print the "Who I Am" document from our website under "Apply." This document is designed for your child to complete. This is an innovative and creative way for us to get to know your child -- and for your child to express him/herself freely without judgment or any "right" or "wrong" answers. Colors, markers, and any other creative methods to complete this document are highly encouraged but not required.
- ✓ **Step 3:** Attach a copy of your child's most recent, complete report card/academic evaluation. For example, if your child is applying for the 7th grade, please include his/her completed 5th grade report card, not his/her incomplete 6th grade report card. If these records are not available, please provide a written or typed statement indicating circumstance.
- ✓ **Step 4:** Attach photocopy of most recent standardized test results: HSA, Lexile Score. If these records are not available or if more information is needed, we will likely schedule an assessment.
- ✓ **Step 5:** If applicable to your family, attach guardianship or adoption papers.