



HIGH SCHOOL ADMISSION PROCEDURES:

Grades 10 - 12

The requirements for admission are:

1. A **completed** application form with a non-refundable fee of **\$35.00** payable to **SACRED HEARTS ACADEMY**.
2. A current copy of the student transcript, and/or at least two years of final report card results.
3. Two teacher reference reports from current teachers.
4. Any official standardized test results on file.
5. A personal interview to be scheduled.
6. Birth certificate required upon enrollment.

Items 1, 2, 3, 4 are required no later than **FEBRUARY 15**.

Mail all information to:

**SACRED HEARTS ACADEMY
ADMISSIONS OFFICE
3253 WAIALAE AVENUE
HONOLULU HI 96816**



Sacred Hearts Academy

3253 Waiialae Avenue • Honolulu, HI 96816 • (808) 734-5058 • Fax (808) 737-7867

TRANSCRIPT AUTHORIZATION FORM

The applicant is to complete this form and turn it in to the Principal's Office at the school she is presently attending.

THIS IS TO CERTIFY THAT _____
Last First MI

Has made an application for enrollment at **SACRED HEARTS ACADEMY** for the current academic year.

Please send the transcript to:

**SACRED HEARTS ACADEMY
ADMISSIONS OFFICE
3253 WAIALAE AVENUE
HONOLULU HI 96816**

PARENT CONSENT FOR RELEASE OF TRANSCRIPT COPY

I hereby give consent for an official reproduction of education records for:

_____ **Last** **First** **MI**

be sent to **SACRED HEARTS ACADEMY**

Parent/Guardian: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Date: _____

Signature: _____



Sacred Hearts Academy

3253 Waialae Avenue • Honolulu, Hawaii • 96816 • 808 734-5058 • Fax 737-7867 • www.sacredhearts.org

To the Parent or Guardian,

Please print or type the first line on the reverse side. Give one form each to two teachers in different academic areas.

Please provide each teacher with a stamped envelope addressed to:

**SACRED HEARTS ACADEMY
ADMISSIONS OFFICE
3253 WAIALAE AVENUE
HONOLULU HI 96816**

The teacher will mail the completed form directly to **SACRED HEARTS ACADEMY**. This information will be held in strict confidence.

I hereby give my permission to release the information indicated on the Teacher Reference Report regarding my child, _____
for the purpose of admission to **SACRED HEARTS ACADEMY**.

Signature of Parent/Guardian

Date

To the Teacher:

*This student is an applicant for admission to **SACRED HEARTS ACADEMY**. We regard your professional evaluation of this child as a part of the criteria used in considering her application. Please complete the Teacher Reference Report on the reverse side. The parent/guardian is aware that any information you supply will be held in strict confidence. Please return this form directly to **SACRED HEARTS ACADEMY**.*

Betty White, Head of School



HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

Common Teacher Reference Report – Grades 2-12

(Please return completed form after December 1.)

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.*

TEACHER: Thank you for completing this Teacher Reference Report. Your assessment of the applicant is a valuable, necessary component of a good admissions decision. Please add any information which may add to our knowledge of the applicant. This report does NOT become part of the student's permanent file.

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 direction	●	●	
	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 _____