



Saint Joseph School

Pre-School – Grade Twelve

999-1000 Ululani Street

Hilo, Hawaii 96720-3999

Pre-School phone: (808) 961-0424 fax: (808) 443-0294

Elementary School phone: (808) 935-4935 fax: (808) 443-0294

High School phone: (808) 935-4936 fax: (808) 443-0294

www.sjshilo.com

THINKING OF JOINING US?

APPLICATION REQUIREMENTS

Preschool

For information on applying and registering with the St. Joseph Montessori-Based Preschool program, please visit the preschool during open house and /or call (808) 961-0424 for observation appointments for the 3-5 year old programs. When referring to the Application checklist below, omit the following numbers; 3, 5, 6, 7. All other documents should be completed.

Kindergarten – Grade 12

Contact the appropriate office to schedule an appointment to take the Placement Test.

- For entrance into grades K-6: Contact the Elementary School Office at (808) 935-4935
- For entrance into grade 7-12: Contact the High School Office at (808) 935-4936

Required Steps / documents for admission and enrollment into school:

1. _____ St. Joseph Application Form
2. _____ Placement Test/Intake Meeting and Testing & Registration fees
3. _____ Three teachers evaluation forms (Math, English, and Other Subject or Elective)
4. _____ Birth certificate and Baptismal certificate (Catholics only)
5. _____ Submission of the student's release from current school
6. _____ Copy of previous and current scholastic records (i.e.-Academic Transcript)
7. _____ Satisfactory completion of the current grade (i.e.-Report Card)
8. _____ Completion and submission of the School Enrollment Contract
9. _____ Deposit and/or tuition Payment (Parents have choice of annually, semi-annually, or monthly. The FACTS Payment Service is required)
10. _____ Submission of Department of Education Student's Health Record form from a physician to prove that a Physical Exam, TB test and all required immunizations and booster have been completed.

NOTE: Students at any grade level entering school in the State of Hawaii for the first time must have a Tuberculin Test (with measurement in mm) and a physical exam dated within the 12 months of the entrance date prior to beginning school. Both the TB and physical must be done in the United States.

All items are required for admission and to finalize enrollment and entry into St. Joseph School.