



REGISTRATION CHECKLIST
HAWAIIAN MISSION ACADEMY
 1438 Pensacola St., Honolulu, HI 06822
 808-536-2207, FAX 808-524-3294
www.hawaiianmissionacademy.org


REGISTRATION JOURNEY PASSPORT

STUDENT NAME:

DESTINATION	LOCATION	LOCAL AGENT	ACTIVITY	DESTINATION STAMP
1	<i>START HERE TABLE</i>	Jordan Tanu	PACKET: <input type="checkbox"/> Student Registration & Bulletin Pledge Form <input type="checkbox"/> Emergency/Medical Information Form <input type="checkbox"/> Student and Parent Pledges Form <input type="checkbox"/> Parent/Sponsor Responsibility Form <input type="checkbox"/> Internet Acceptable Use Policy Form (2 Sided) <input type="checkbox"/> Photo Release Permission Form <input type="checkbox"/> Yearbook & ID Card Form <input type="checkbox"/> Parent/Sponsor/Teacher Organization Form <input type="checkbox"/> Ho'okui Permission Slip <input type="checkbox"/> Camp Erdman Permission Slip <input type="checkbox"/> State health requirements <input type="checkbox"/> Tuition & Fees Schedule Items to pick up at the START HERE table <input type="checkbox"/> Sign up for appointment with Mrs. Banuag <input type="checkbox"/> Sign up for "Path to a Diploma" appointment <input type="checkbox"/> School Bulletin <input type="checkbox"/> School Calendar <input type="checkbox"/> Smart Tuition Brochure <input type="checkbox"/> The Tuition Refund Plan Brochure <input type="checkbox"/> Packet if you do not already have one	
<i>Proceed to Science, Room 13, to fill out any paperwork</i>				
2	PC Lab Room 21	Liz Jong	<input type="checkbox"/> Sign up for SMART Tuition <input type="checkbox"/> Become a pro at iNow to see grades online	
3	Mac Lab Room 22	Mr. Andrew Geigle & Nathanel Bourne	<input type="checkbox"/> Student gets their picture taken . . . SMILE!	
<i>Know your appointment time!</i>				
4	Library Room 20	Mrs. Jana Edge & Mr. Nic Coffey	<input type="checkbox"/> Path to a Diploma Academic Advisement/Class Schedule	
5	School Office Reception Desk	Serenity Tanu	<input type="checkbox"/> Receive your Books (This can ONLY be done after you have been to your academic advising appointment and you know your classes)	

6	Game Room & ASHMA Oasis Room 1	Chris Chang, ASHMA V.P.	<input type="checkbox"/> Locker Assignment (only if you have a class schedule) For students who are driving: <input type="checkbox"/> Fill out the Parking Application Form <input type="checkbox"/> Copy HDL, Vehicle Registration & Insurance <input type="checkbox"/> Receive Parking Assignment Students interested in Athletics <input type="checkbox"/> Learn about HMA Knights Athletics <input type="checkbox"/> Sign-up for a sport if you have an interest Find refreshment at the ASHMA Oasis!	
7	Religion Room 3	PTO	<input type="checkbox"/> Discover what PTO is all about. Join us on this adventure! <p style="text-align: center;"><i>Know your appointment time!</i></p>	
8	Business Main Office	Mrs. Eunie Banuag	<input type="checkbox"/> Work Application (if applicable) <input type="checkbox"/> Tuition Worksheet & TRP Agreement <input type="checkbox"/> Pay for Books & School Uniform <input type="checkbox"/> Social Security Card (if working on campus)	
9	Registrar Main Office	Mrs. Linn Madsen	<input type="checkbox"/> Turn in packet of forms, filled out. <input type="checkbox"/> Submit Health Records <input type="checkbox"/> Final Checkout – Submit this checklist with all items initialed showing completion. This checklist must be complete before instruction begins on Thursday, August 20	

You may be finished with your registration journey or perhaps you are nearly finished. If all you need to complete your journey with a smile on your face is a visit with the school principal or maybe the business office, please let us know so we can make an appointment for you.

Mahalo for being part of our journey this year. We look forward to more adventure with you in our process of educating students as a team!

*Stay up to date with our website:
hawaiianmissionacademy.org*

*Please stay in touch, there are multiple ways to do so.
Phone: 808-536-2207
registrar@hawaiianmissionacademy.org*

