94-1044 WAIPIO UKA STREET, WAIPAHU, HI 96797
PHONE: (808) 678-3997 FAX: (808) 678-6607

Application Instructions & Information SY 2027-2028

Kindergarten - 12th Grade

Thank you for your interest in Pearl Harbor Christian Academy (PHCA). We welcome your child as a possible candidate for admission. Your Application for Admission, along with all items listed in Sections A & B below must be received one day prior to the test date you select on our Entrance Exam form. All other supporting documents listed below should be received by **January 29, 2027,** for priority in first round considerations. Applications received after the initial entrance exams will be considered as long as vacancies exist. Class size is limited by grade level to provide for optimal student achievement. The maximum for K-2nd grade is (20) students, 3rd-5th is (22), and 6th-12th is (24). Class sizes may be reduced to a lower number at the school's discretion.

Students are selected for admission based upon their previous record of conduct, academic achievement, references from prior teachers/administration and our entrance exam. Due to our small class size, not all who qualify can be accepted. Applicants who show the greatest potential for success will be admitted.

APPLICATION PROCESS:

A. APPLICATION FOR ADMISSION

Complete the enclosed application form. Kindergarten applicants must be five years of age by July 31st to be considered for admission. The following items along with your application, should be mailed to our school office or dropped off during school office hours. Please be sure to provide copies of the requested documents as originals will not be returned.

- $75.00 non-refundable application fee
- Copy of Birth Certificate
- Transcript (HS Applicants only)
- Copy of most recent Report Card
- Entrance Exam Date Selection Form

B. ENTRANCE EXAM FORM

Select the preferred date and time student will take the test and submit form with your application.

C. ADMINISTRATOR/TEACHER REFERENCE FORMS

Complete the top portion of form and present to appropriate persons along with a stamped envelope addressed to:
PHCA, 94-1044 Waipio Uka Street, Waipahu, HI 96797

Administrator References: Principal or Vice-Principal should complete this form.
Teacher References: To be completed as indicated below.
Kindergarten: Current/most recent pre-school teacher should complete form.
1st - 5th Grade: Students primary teacher should complete form.
6th - 12th Grade: English/Reading and Math Teacher (two references are needed). If the same person teaches both English/Math, then a teacher from another subject may be asked.

The teacher/administrator who completes the form should fax (808)678-6607 or mail directly back to PHCA.

D. CONSENT FOR RELEASE OF SCHOOL RECORDS

Complete this form and submit it to your child's present or most recent school. Be sure it is in a timely manner as we will need the records requested by the due date above.

E. PARENT-STUDENT INTERVIEW

Interviews will be scheduled with students who pass the entrance exam and have all supporting documents on file. Applicants are responsible for ensuring all paperwork is submitted to our office.

COST: Refer to the "Fees and Tuition" schedule for information on fees, sibling discounts, tuition insurance and payment options. Students who enroll are obligated to full payment of tuition and fees for the entire academic year including cases of any absences, early withdrawals or dismissals. This obligation may be cancelled by notifying PHCA in writing by **June 30, 2027**, however all fees, deposit, and 10% of tuition are non-refundable. Returning students are given priority in consideration for financial aid. New students enrolled at PHCA may apply for aid if funds are still available.

PHCA is on the School Collaborator's List for the Pauahi Foundation.

NOTIFICATION: If tested prior to **February 20th**, and after the Parent-Student Interview is completed, students will be notified of acceptance status starting the week of **February 16th, 2027**. Applicants confirm acceptance by returning the Letter of Intent, any other necessary documents, fees, and the non-refundable $300.00 deposit by the due dates on the Letter of Acceptance. If tested after February 20th, notice is given within 14 days after completing A-E.