



## NEW STUDENT CHECKLIST

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To register at Adventist Malama Elementary School, the following will guide you through the steps and the documents needed to file at the school office.

\_\_\_\_\_ Complete the Online Application form at [www.factsmgt.com](http://www.factsmgt.com)  
Instructions on how to login to FACTS (RenWeb) are available on school website, [adventistmalama.org](http://adventistmalama.org) District code: AM-HI

\_\_\_\_\_ Make time to do the following at the school office

- Pay fees & 1st month's tuition:
  - Testing Fee \$50 (applied to registration if you decide to enroll, otherwise, \$50 is non-refundable)
  - Non-refundable Application/Comprehensive Fee of \$200 by **May 28, 2026** after the due date the payment will be \$400 (also known as Application/Comprehensive fee)
  - Technology fee of \$400
  - Dewars Tuition Insurance fee of \$177.84
  - August Tuition due before the 1st day of school or Pay In Full (3% discount)
- Complete Registration Packet by filling out and signing admission forms and returning them to the school office by the 1st day of school. Forms in packet are:
  - Consent to Treatment (one for each child enrolled)
  - Pick Up Authorization
  - ACH Bank Withdrawal form and supply a voided check
  - Dewar's Tuition Insurance form & Dismissal/Withdrawal Certificate
  - Playground Permission
  - Image & Voice Use Permission
  - Student Handbook Agreement
  - Student's Health Record (Form 14)
  - TB (Tuberculin) Test results
  - Physical Examination results
  - Copy of Birth Certificate
  - Copy Social Security Card
  - Student Release forms (If transferring from another school)

\_\_\_\_\_ You will be given:

- AMES Quick Info sheet
- School Calendar for the entire school year
- Student Supply List

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### Adventist Malama Elementary School

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