

## **Mauna Loa School Application Checklist For Returning Students**

To complete our online re-enrollment process, you will access our ParentsWeb through your existing login. If you do not have a login, please follow the [Instructions for Creating a ParentsWeb Login](#) listed at the end.

### **1. To access ParentsWeb:**

- Go to maunaloaschool.org, click on the RenWeb link on the home page.
- Type in your username and password, the district code is ML-HI. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the Family Information link.
- Click on Enrollment/Reenrollment.
- While filling out the form, you will be prompted to enroll in FACTS (our tuition program).
- Submit Re-enrollment form. Re-enrollment payment is due at the time of submission.

### **2. Submit paperwork to the school office (if applicable).**

- Submit Financial Assistance applications (if applicable).
- Submit a membership verification letter from your constituent church clerk (if applicable).
- Submit updated Health Records (as necessary): Physical exam, TB test, and Immunization Record. A Student Health Record form may be obtained from the office if necessary. Students without proper health records may not enter school.
- An entrance interview may be required; a notice will be sent to you if necessary.

These records may be uploaded in the Enrollment form on ParentsWeb or submitted to the office via email, fax, or in person. Feel free to call if you have any questions, 808-935-1545 x6.

Mahalo for enrolling your student at Mauna Loa School, we look forward to a great school year together!

## **Instructions for Creating a ParentsWeb Login**

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **ML-HI** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.