

Mauna Loa School Application Checklist For New Students

Please use the links on the school's website to perform the following activities.

Go to maunaloaschool.adventistfaith.org

1. On the school's website click on the Admissions link.

- Click on the link "New Student Registration".
- Next, click the 'Create an Account' tab on the left or the link within the instructions.
- You will receive an email, click the 'Verify Account' link
- It will direct you to the school website where you will log into your acct.
- Click the 'Create a New Student Application' tab
(you may use the same Renweb account to set up multiple children)

2. Once your application has been submitted, call the office to setup an Entrance Interview

- (please anticipate a two-week turnaround time)
- Enroll in FACTS; this is integrated into the online enrollment form.

3. Meet with office staff to:

Submit a membership verification letter from your constituent church clerk (if applicable)
Setup a time to complete a Placement test, if requested to do so.

4. Submit paperwork to the school office (if applicable)

Submit three letters of reference (incoming students in grades K - 8).

Submit Financial Assistance applications (if applicable).

Submit copy of Birth Certificate.

Submit Health Records: 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.

*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 year together!**

Instructions for Creating a ParentsWeb Login

- Please go to 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.