

# DORIS TODD CHRISTIAN ACADEMY

## ADMISSIONS

### 2024-2025

Applications open on November 1, 2024. To apply, please fill out our Online Application. For more information, you may contact the school office at [office@doristoddchristian.org](mailto:office@doristoddchristian.org) or call 808-579-9237 (M-F 8:00am-2:45pm).

Doris Todd Christian Academy always invites applicants for PS-HS, provided there is space available. The number of openings is dependent on withdrawals, which is confirmed the end of February after re-enrollment. Please ensure that all documentation is submitted by the deadline. **Incomplete applications will not be considered.** Applications for the current school year will be considered on a space available basis—please call before applying online.

#### Admissions Schedule

November 1	2024-2025 Application Window Opens
November 1	Individualized tours of the school begin – call to schedule one.
January 24	<b>Early Application Deadline</b>
January 28	Early Admissions Testing Begins (Grades 2-12)
January 30	Last day for current families to withdraw for the next year
February 7	<b>Standard Application Deadline</b>
February 18	Standard Admissions Testing Begins (Grades 2-12)
April 1	Admissions Notifications Sent
April 15	<u>Deadline for Tuition Assistance Applications (<i>online</i>).</u>
May 2	Financial Aid Notifications sent beginning May 2

#### Deadline Reminders

- Applications received before January 24, 2025 will be considered for **Early Application**.
- Applications received after January 24, 2025 will be considered for **Standard Admission**.
- Applications received after February 7, 2025 will be considered on a **Space-Available Basis**.

#### Testing

Applicants (K-9) are required to take an entrance test. The school office will contact parents to schedule a testing date for those applying for Kindergarten and 1<sup>st</sup> grade. High School applicants for grade 10-12 may submit a copy of their school transcript with report cards from the last 3 quarters.

#### Interview

**Once all application forms have been received and testing is complete**, the school office will contact parents to schedule an admissions interview.

#### Notification

Notification of the admission decision for completed applications will be sent after April 1. Registration Fee must be paid within 15 calendar days of notification of acceptance.

#### Waiting Pool

A waiting pool will be started when a class reaches full enrollment.

**Late Applicants**

Late applications will be considered on a space-available basis.

**Tuition Assistance**

K-12 families may apply for tuition assistance once applicant has been accepted.

Preschool tuition assistance is available through several state agencies. For more information, go to [www.patchhawaii.org](http://www.patchhawaii.org)

Non-Discriminatory Notice: Doris Todd Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics and other school administered programs.

In order to complete the application process, please complete the checklist items listed below, including submission of all supplemental application forms.

- Submit completed Online Application and application fee of \$100.
- Submit most recent report card Grades 1-8; Transcript Grades 9-12
- Forward [Academic Release](#) to student's current school.
- Forward [Teacher Reference](#) to student's current teacher.
- Forward [Administrative Reference](#) to student's current school.
- Submit copy of Custody Agreement, if applicable.
- Read [Health Information](#) for the State of Hawaii.

When the above have been completed, contact the office to schedule an appointment for Student Testing.

A Parent Interview will be scheduled when the applicant's academic information and test results are available.