



## Admission Procedure and Checklist

### **Grade 6:**

- Create an **account on Ravenna** at [www.ravenna-hub.com](http://www.ravenna-hub.com). Keep your login and password handy as your gateway to the entire application process.
  - If you are a two parent household, please list **both parents** when setting up your account and provide a **unique email** for **each parent**. If you are a single parent household, please note any additional parent by listing them in a second household, as appropriate.
- Complete the **application** and submit the **application fee (\$125)** on Ravenna by **November 15, 2023**. You will receive an acknowledgement email from [ravenna-help@communitybrands.com](mailto:ravenna-help@communitybrands.com), confirming your application and payment have been received. You may want to add [ravenna-help@communitybrands.com](mailto:ravenna-help@communitybrands.com) to your email address book or safe senders list.
- Register to take the **Secondary School Admissions Test (SSAT)** at [www.ssat.org](http://www.ssat.org) between August 2023 and January 31, 2024. Instructions on how to send your child's score to 'Iolani School, via your SSAT account, can be referenced at <https://www.ssat.org/about/scores/sending-scores>. 'Iolani School's code is 4144.
- An **online interview** will be scheduled on a Saturday. You will receive an email notification for your scheduled day and time.
- An optional **on-campus tour** will be offered to your family on a Saturday. You will receive an email notification with further instructions on a tour day and time.
- Follow instructions on Ravenna to delegate two **Teacher Reference Reports (English, Math, History, or Science)**. If your child only has one main classroom teacher this year, delegate this form to this year's AND last year's teachers. Teachers' email addresses will be needed. Please wait until **after November 30** to delegate, this allows the teacher more time to get to know your child. This electronic form is due back directly from the teacher by **January 31, 2024**.
- Follow instructions on Ravenna to delegate **Mentor Reference Reports** (recommended), and/or the **Administrator Report** (optional), due **January 31, 2024**.
- Submit the **Student Questionnaire** by **January 31, 2024**.
- Submit the **Parent Questionnaire** by **January 31, 2024**.
- Follow instructions on Ravenna to upload the following by **January 31, 2024**:
  - Last year's final report card, including comments (2022-23)
  - This year's first semester/trimester report card (2023-24)
  - Copies of any other recent standardized test scores if available

*If you meet all deadlines, you can expect to receive a decision letter no later than March 31, 2024. Contact the Office of Admission if you have any questions at 808-943-2222 or [snakao@iolani.org](mailto:snakao@iolani.org).*