



## Admission Procedure and Checklist

**Kindergarten:**    **Boys must turn five between March 1, 2023, and June 30, 2024\***  
**Girls must turn five between March 1, 2023, and Sept. 30, 2024\***

- 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)** in Ravenna by **October 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.
  
- Your child is required to attend two test sessions. Once we receive your child's completed application and fee, we will schedule them for an individual test date and a group readiness session date. You will receive an email notification of your scheduled days and times, within two weeks of submitting your application.
  - The individual visit is scheduled for a weekday morning for an hour long, but actual testing of the child is 30-40 minutes with a short break. Parents are hosted on a campus tour during testing.
  - The group readiness session is scheduled for a Saturday morning and runs for ninety minutes. During this session, parents will attend an informational program.
  
- Follow the instructions on Ravenna to delegate at least one **Teacher Reference Form**. The teacher's email address 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**.
  
- Submit the **Parent Questionnaire** by **January 31, 2024**.
  
- Follow instructions on Ravenna to submit by **January 31, 2024**:
  - Birth Certificate**
  - This year's **semester report card/progress report** (if available) for 2023-24

If you meet all deadlines, you can expect to receive a decision letter no later than April 30, 2024. Contact the Office of Admission if you have any questions at 808-943-2222 or [snakao@iolani.org](mailto:snakao@iolani.org).

*\*Revised due to Covid-19*