



## SACRED HEARTS ACADEMY

# admissions

**Congratulations, Lancer! This checklist outlines the next steps to complete your registration at the Academy as we prepare for your daughter's first day with us for the 2023-2024 academic year.**

### **1. FACTS ENROLLMENT & TUITION AGREEMENT**

You received an email from Sacred Hearts Academy with a link for enrollment. As a new family, you will need to create a FACTS Family Portal account. (District Code: SH-HI) Once you have created your account, you will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. Once you have established your unique username and password, log in and go to the **Navigation Menu** > Apply/Enroll > **Enrollment/Reenrollment**, complete the enrollment, designate your tuition payment plan, and submit the non-refundable \$250 deposit as soon as possible. Please contact Richlyn Dominguez in the Business Office for any billing related questions by email at [rdominguez@sacredhearts.org](mailto:rdominguez@sacredhearts.org) or calling (808) 734-5058, ext. 244.

### **2. RECORD RELEASE TO SHA, HEALTH FORMS & BACK TO SCHOOL DOCS**

Please submit your daughter's student record release form to Sacred Hearts Academy as soon as possible. Please note that completed health forms are required to be submitted prior to your daughter's first day of school. Health records should be current and have been completed within the last year. Please refer to the most recent student handbook available on our website for uniform, student code of conduct, health policies and more. Health Forms, Immunization History & TB Clearance can be submitted by attachment to [admissions@sacredhearts.org](mailto:admissions@sacredhearts.org) & [healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org)

### **3. SCHOOL SUPPLY LIST, TECHNOLOGY REQUIREMENTS & FORMS**

Please review your daughter's school supply list, technology requirements Children's Online Privacy Protection Act (COPPA) Form and additional documents. Please complete the iPad Packet & COPPA Permission Form as soon as possible, as this will allow for the Academy to begin creating your daughter's school accounts. Failure to do so may result in delay of receiving access to SHA accounts.

### **4. UNIFORM INFORMATION & CLOTHES CLOSET**

Sacred Hearts Academy uniforms are available for purchase at Dennis Uniform (560 N Nimitz Hwy Ste 107c, Honolulu, HI 96817). Please visit their website (School Code: HI00SH) for a price listing. SHA Parent Board hosts a gently used uniform sale on campus in July of each year. Please contact our office if you are interested in purchasing uniforms from our Parent Board Clothes Closet (Check & Venmo).

### **5. SODEXO: PURCHASING SCHOOL MEALS**

Sodexo, Sacred Hearts Academy's food service provider, provides breakfast, snack, and lunch options for purchase in the Clarence TC Ching Student Center. Parents can monitor their daughter's daily school lunch account balance via MyMealTime. To set up your daughter's account you will need her Student ID# once assigned by FACTS and loaded into MyMealTime by Sodexo team members. Visit [www.sacredhearts.org/sodexo](http://www.sacredhearts.org/sodexo) for prices, MyMealtime, and meal pre-order forms & weekly pre-order deadlines.

### **6. NEW STUDENT/FAMILY ORIENTATIONS, ELECTRONIC FORMS & MORE**

Please visit our website for new families, [www.sacredhearts.org/welcomelancers](http://www.sacredhearts.org/welcomelancers), for information.

### **7. FIRST DAY OF SCHOOL & SCHOOL CALENDAR**

We look forward to seeing your daughter on campus on her first day of school; please connect with us to determine her start date. If you have any questions or if we can be of further assistance, please let us know. Welcome to Sacred Hearts Academy!

**We invite you to visit [www.sacredhearts.org/welcomelancers](http://www.sacredhearts.org/welcomelancers) for electronic copies of forms.**