



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 2026-2027 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) FACTS SIS Customer Support will send you a link that will allow you to create your 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 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 the first day of school. Health records should have been completed within the last year. Health Forms, Immunization History & TB Clearance can be submitted by attachment to admissions@sacredhearts.org & healthroom@faculty.sacredhearts.org

3. COURSE REQUEST FORM & PLACEMENT EXAMS

Please visit our website for new families, www.sacredhearts.org/welcomelancers, to view the Course Registration Guide. Our Counseling will be contacting you to fill out your Course Request Form. Contact Admissions to schedule English (Incoming Grade 9), Math (Incoming Grade 8 & 9), ESL/ELL (International) Placement Exams.

3. TECHNOLOGY REQUIREMENTS, CALCULATOR, SCHOOL SUPPLY LIST, & SCHOOL LOCKER SIGN-UPS

Please refer to our website for new families for technology & calculator requirements. Teachers communicate course specific supplies on the first day of school.class. Students interested in registering for a school locker are required to bring a combination lock.

4. UNIFORM INFORMATION & CLOTHES CLOSET

Uniforms are available for purchase on campus (3253 Waiālae Avenue, Honolulu, HI 96816) or at www.lancerlocker.org. SHA Parent Board hosts a gently used uniform, "Clothes Closet" sale on campus in July of each year and by appointment. (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 an account you will need your daughter's Student ID# once assigned by FACTS and loaded into MyMealTime by Sodexo team members. Visit www.sacredhearts.org/sodexo for prices,

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

Please visit our website for new families, 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 for electronic copies of forms.

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