

2027-2028 Application Checklist



DAMIEN
MEMORIAL SCHOOL

At Damien Memorial School, we believe that every student is more than just a number on a page. Our admissions process carefully considers not only academic performance but also a student's character, interests, talents, and potential to contribute to our community. We value the unique qualities each student brings, and our goal is to admit students who will thrive academically, socially, and spiritually as Monarchs.

How to Start the Process

- ☐ Create a Finalsite [Parent Portal account](#)
 - ☐ Complete the online application and submit a \$100 non-refundable application fee. Priority deadline is November 30, 2026.
 - ☐ Sign the Academic Release Authorization - This form can be signed digitally in the Parent Portal. It gives Damien Admissions the authorization to request student records from the students current school.
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Documents to Submit by January 31, 2027

- ☐ **Teacher Reference Reports** - Through your Damien Parent Portal Checklist, please request a Teacher Reference Report from two of your student's current core curriculum teachers. You will need each teacher's name and email address to complete the request.
- ☐ **Confidential Administrative Report** - Through your Damien Parent Portal Checklist, please request an Administrator Reference Report from your student's current Principal, Assistant Principal, Dean, or Counselor. You will need the administrator's name and email address to complete the request.
- ☐ **Academic Release Form** - Through your Damien Parent Portal Checklist, please provide the name and email address of your student's current school clerk or registrar. They will receive a link to upload the required documents directly to Damien Admissions.

*If you already have copies of your student's academic records (report cards or test scores), you may also upload them manually through the Parent Portal.

- ☐ **Current School Year: First Semester Report Card** - Must be from first semester of the 2026-2027 school year
- ☐ **Previous School Year: Final Report Card** - Must be from school year 2025-2026.
- ☐ **Standardized Test Scores** - Must be the most recent test scores. No older than 2 years.

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- ☐ **Copy of Student's Birth Certificate** - required to verify legal name and age.
- ☐ **Sibling Information Form** - This form helps us better understand your family and connection to Damien.

Beyond the Paperwork

- ☐ **Student Interview** - Student interviews will take place on February 2027. Scheduling will begin once all required student documents have been received, and families will be notified once their interview time is confirmed. Off-island applicants will complete their interview via Zoom.
- ☐ **Campus Tour (Optional)** - Families are encouraged to sign up for a guided tour to experience Damien's campus firsthand.
- ☐ **Open House (Optional)** - Join us for our Fall and Spring Open House events to meet faculty, staff, and current students.

Important Dates

