

**Montessori Community School
2024 Summer Programs
Step-by-Step Registration Guide**

For new MCS families:

1. To apply for Summer Programs 2024, please visit <https://mcs-hi.client.renweb.com/oa/login.cfm?memberid=13322> and click on “Application” in either the top or bottom menu bar.
2. Log in to your FACTS account, if you have one. If you do not already have a FACTS account, follow the prompts to create an account.
3. Once logged in to your FACTS account, click on “**Create a New Student Application**”.

[Back to School Website](#) [Admissions Online](#) [Request Information](#) [Application](#)

Logged in as
Parent Test
[\(Log Out\)](#) [Edit My Profile](#)



MONTESSORI COMMUNITY SCHOOL
Education for Life
Honolulu, Hawaii

Application

Welcome Parent. You are currently logged in.

[Create a New Student Application](#)



4. Enter your child's information and 2024-2025 grade level under **“Montessori Community School Summer Program”** drop-down menu.

Create a New Student Application

Student First Name *

Student Middle Name

Student Last Name *

Student Suffix

Student Date of Birth *

 (mm/dd/yyyy)

Apply to

Grade

- ✓
- Montessori Community School Summer Program
- T2 - Two-Year-Old
- P3 - Preschool 3-Year-Old
- P4 - Preschool 4-Year Old
- P5 - Preschool 5-Year-Old
- K - Kindergarten
- E1 - Lower Elementary - Grade 1
- E2 - Lower Elementary - Grade 2
- E3 - Lower Elementary - Grade 3
- E4 - Upper Elementary - Grade 4
- E5 - Upper Elementary - Grade 5

Submit

[Request Information](#) [Application](#)

[System](#) | Providers of [Application](#)

5. The application will appear under your child’s record. Click “**Start Application**” to begin.



MONTESSORI COMMUNITY SCHOOL
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Honolulu, Hawaii

Application

Welcome Parent. You are currently logged in.

You have 1 student application created:

Student	School Year Applied	Grade Level Applied	Application Status	Forms Access	Admissions Progress Status	
Test, Test	Summer 2024	T2	Start Application			Delete

[Create a New Student Application](#)

6. Be sure to complete all sections of the Online Application before submitting.

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MONTESSORI COMMUNITY SCHOOL

Education for Life
Honolulu, Hawaii

Test Test

Year: Summer 2024
Grade: T2 - Two-Year-Old

[Instructions & Resources](#)

[Applicant Information](#)

[Household 1](#)

[Household 2](#)

[Current and Previous Schools](#)

[Summer Programs Policies and Procedures Review](#)

[Program and Date Selection](#)

[Parent Acknowledgement](#)

[Electronic Signature Page](#)

Instructions & Resources

Welcome to Montessori Community School's Summer Online Application. We have designed our online application process to make applying as simple as possible.

Instructions

To begin, please review the [2024 MCS Summer Programs Policies and Procedures](#). When you are ready, complete the Online Application forms listed in the left menu, beginning with the **Applicant Information** form.

Feedback will be provided throughout the process to help you complete the application. A yellow caution sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a green check mark will appear next to the form's menu item.

You can review the entire application at any time by selecting the **Application Review** item on the left menu. From here, you will also be able to print a PDF of the application in its current state.

After you have completed the application, a **Complete Review and Submit Application** button will appear. Please follow the instructions that will be provided to submit the application.

Application Checklist

- Review the [2024 MCS Summer Programs Policies and Procedures](#).
- Submit one Online Application per child.
- Applications will be processed in the order in which they are received, as space is available. Once approved by the Admissions Office, families will receive a tuition

7. To submit the application, you must click on “Complete Review and Submit Application”. There is no application fee.

Back to School Website Admissions Online Application

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Parent Test
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MONTESSORI COMMUNITY SCHOOL
Education for Life
Honolulu, Hawaii

Test Test Year: Summer 2024 Grade: T2 - Two-Year-Old	<h3>Review and Submit Application</h3> <p>You have completed all the requirements for this application. Review your information below. Use the links on the left to make any changes before submitting this application.</p> <p>⚠️ Click the Complete Review and Submit Application button to submit your application and make any fee payment that may be necessary.</p>
Instructions & Resources	Complete Review and Submit Application View PDF
✓ Applicant Information	
✓ Household 1	
✓ Household 2	

8. Once you submit, applications will be processed in the order in which they are received and as space is available. Once approved by the Admissions Office, families will receive a tuition invoice.
Registration will only be confirmed once the full tuition is received by the Business Office.

Accepted students will be asked to complete family and student information in the Summer Family Demographic Form in FACTS prior to the child’s first day of school.

If you have any questions, please contact the Admissions Office at admissions@montessorihawaii.org.