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At HTA Kauai high school there are so many great things happening it is difficult to know where to begin. So, I’ll start by thanking you for taking the time to find out more about our school and how it could be the perfect fit for your family.

We do school differently on the Kauai campus. We enjoy learning, and we take it seriously. Our blended learning model is perfect for our students who are taking college classes, interning in the community, pursuing the arts, playing sports, creating and coding, and working part time jobs. Our students are intelligent, talented, motivated, and interested. They are unique and they are trying different things, taking risks, and participating in school to find their passions and their individual paths to success.

Our faculty work hard to get to really know our students, which is a key ingredient in successful curriculum design, and our teachers are experts in creating inquiry, discussion, laboratory, computational, and field study lessons that help students think critically about the world. At HTA, there are experiences and opportunities to meet the needs of every student whether they are college-bound, headed to trade schools, or entering the workforce after graduation.

We are proud of our positive, inviting, inclusive school culture. There is a feeling of happiness and a spirit of collaboration on our campus. None of this would be possible without the learning coach’s (parents’) support. Please keep reading to find out more. We look forward to working with you and your student.

Traci Sullivan
Campus Director, HTA Kauai
I would like to thank you for your interest in our school. We hope that our admissions video and this guidebook give you a sense of how we do school differently here at HTA. Our families love the flexibility of our blended schedule and the opportunities that this creates — if this sounds like a good fit for your family, our team is here to help during this admissions period.

We strive to create a unique and innovative learning environment that makes sense to our students and sets them up for success in an ever-changing world. We do this in many ways, from our experiential opportunities to our blended schedule to our close working relationships with our families.

Our students embrace their academic challenges, and they work to find their own unique paths to success. However, what I am most proud of as a school leader is the fact that when our students come through the door, they find a caring, supportive, and friendly environment because, at HTA, relationships form the core of the experience.

On behalf of the whole HTA ohana, we look forward to seeing you on campus.

Matt Zitello
HTA Executive Director
MISSION

Hawaii Technology Academy is an innovative learning community that empowers students to become creative, critical thinkers and enables them to determine their unique paths to success.

VISION

Transforming education to meet the demands of an ever-changing world.

The honu is HTA’s mascot. A collaborative mural by HTA grade 4 and 5 Waipahu students with Ms. Tyau.
**hta at a glance**

**WE ARE ...**

- Hawaii’s largest public charter school
- K-12
- On Oahu, Kauai, Maui, and Hawaii Island
- Also the provider of the state’s largest, most-established full distance learning program for grades 4-12
- WASC-accredited since 2013.

**HTA BY THE NUMBERS**

0 the amount you will spend on tuition at HTA. We are a public charter school and tuition-free.

82 the number of students in our Lihue high school; we celebrate the power of a small school culture.

1,400 the total number of HTA students across Oahu, Maui, Kauai, and Hawaii Island.

1:10 Kauai high school faculty to student ratio.

18 Average Lihue high school class size.

2008 the year HTA opened its doors.

*SY 2022-23 numbers
How and where HTA students learn is different than at a traditional brick and mortar school or homeschool.

HTA uses what is called a blended model.

School is five days a week — but it’s not on campus every day.

There are days when students are ...

> **On campus**
  with their teachers and peers.

> **Taking virtual classes at home.**
  These classes may be live with their teachers
  and/or students may be engaged in independent learning.

> **Out in the real world**
  exploring and learning through Field Studies or in our Career-Based Learning program.

> You will find the weekly schedule for the high school on page 18
Our blended model opens the doors to a world of experiences.

It gives us **time**.

Time for students to follow their own unique paths and pursue those things that truly inspire them.

Time for teachers to be innovative and give each student the individualized attention they need.

Time to explore outside the traditional classroom, be a part of our communities, try new things, and learn by doing.

Time for families to spend together.

We have students who take advantage of this flexible schedule to really explore and develop their interests in specific academic areas as well as sports, music, the arts, and many other fields.

*HTA’s flexible schedule allows our students to really explore and excel in their diverse areas of interest. Our students are athletes, artists, musicians, entrepreneurs, tech wizards … as well as being just great people.*

*Above left: HTA high school’s Jannik E. plays with the Hawaii Youth Symphony; he has also placed in the Hawaii Music Teachers National Association competitions for both violin and piano. Above right: Sage C. is on the volleyball team at Waimea High School.*
Studies show that the experiential opportunities that we embrace at HTA set students up for success after graduation, improve college readiness, and cultivate employability.

> Students **take ownership** of their learning.

> Students **learn how to learn** as well as what to learn.

> Students are ready for the more **independent** learning they will experience in college.

> Students gain hands-on **real-world experience**.

> Students master **technical skills** used in today’s global job market.

> Students learn **how to work with technology** not be a product of it.

**WHAT IS EXPERIENTIAL LEARNING?**

The process by which students develop knowledge, skills & values from direct experiences outside a traditional academic setting.

*Our high school students have worked with Malama Huleia to restore the native ecosystem at Alakoko Fishponds. Cleared areas are already seeing the return of endangered native birds and other wildlife.*
ne of the key differences in the HTA model is the close relationship between family and school. All HTA students must have a Learning Coach. This is typically a parent or guardian, but can be another designated adult.

As high school students gain independence, your role is more of a guiding one. You can help with organization, time management, meeting deadlines, and confidence building. You can also encourage your child to reach out to their teachers when they need more academic help.

You do not need to be an educator to be a Learning Coach. HTA provides many opportunities for training and support, including how to use our school communication system and online learning portal, and how to participate in your student’s core progress, goals, and growth.

Our parents enjoy being involved in their children’s education and the close relationships that result. As a Learning Coach you have 24/7 access to your child’s gradebook, but it goes further than that — you are involved in the decisions that are made in your child’s education.

**GENERAL LEARNING COACH ROLES & RESPONSIBILITIES**

- Be available as needed for your student’s schedule.
- Keep an open line of communication with the school, e.g. check emails and HonuHub daily, attend student/teacher conferences.
- Participate in Learning Coach virtual training sessions.
- Enter Core Demonstrations for your student on a regular basis.
- Create a positive work environment and establish a weekly schedule and a daily routine.
- Provide transportation to school as needed and to community sites on Field Study days.
- Ensure student is actively engaged on independent days.
- Help your student develop a schedule and organizational strategy and follow up by making sure work is finished and submitted by the due date.
Our teachers are experienced and caring, and they are available and accessible for our students whenever they reach out.

They come to HTA because our school allows them to be collaborative and creative.

They are innovators and they are passionate about their craft.

Their mission is to ensure that school makes sense to their students and that they understand how to learn as well as what to learn.

And our blended schedule gives our teachers the time to support each student whether they need some extra help or an extra challenge.

High school social studies teacher Ms. Denton (far left) with her students during a visit to the Lt. Governor’s chambers at the State Capitol.
HTA has been a WASC-accredited school since 2013. As a public school, we are aligned with all Hawaii state Common Core standards.

Teachers use a digital learning platform as home base for all classes. This houses their curriculum and allows them to monitor academic progress and provide feedback.

Teachers use a mix of curricular resources, which allows them to quickly modify, add, and subtract to meet the needs of their students.

HTA has been a leader in virtual education in Hawaii since we opened our doors 14 years ago. We know how to make online classes engaging and relevant.

We have a growing ethos of project-based learning, which emphasizes design thinking and student inquiry as students get out in the field and tackle real-world problems and their solutions.

Our high school follows a block schedule, which means students take fewer classes per semester, allowing them to take a deeper dive into their subjects. Classes change after the first semester.

Access HTA’s full high school curriculum guide here.

**SPECIAL EDUCATION**

HTA does offer special education and related services via an inclusion model. But please note that due to the nature of the blended model and the fact that students are not on campus every day, HTA may not be able to meet the needs of all special education students. An IEP meeting is scheduled prior to enrollment to determine if HTA can meet the needs of the student. If you have questions, please contact Student Services Coordinator Sarada Wright at swright@myhta.org.
Hawaii Technology Academy strives to instill five student outcomes into everything we do. We call them “the cores,” or the “employability skills” as they represent the essential attributes that students need to be successful in school, life, and the workplace. HTA students, teachers, and learning coaches track student progress, goals, and growth on these five cores. We take these 5 Cs so seriously they are entered in our students’ permanent school record on their report cards.
STUDENT SUPPORT
Our blended model allows us to build student support into the schedule. This is done in small-group sessions on campus on Mondays. These sessions are required when students’ grades are below passing.

But our students also take advantage of this time for many other reasons — perhaps when they would like feedback from their teachers on an assignment, or to meet peers for group projects, or just to have a quiet space to work. Our goal is to make sure every student succeeds.

TECHNOLOGY
For the 21st-century student, technology is a tool to make learning more personalized, collaborative, and relevant.

Every HTA student has access to a Chromebook or tablet that is loaded with the G Suite (Google apps) and other educational apps.

Staying safe in the digital world is of vital importance. We know that the internet can be a distracting place whether you are at home, work, or school. HTA uses a safety app that provides internet filtering rules for school devices and receives alerts for alarming online activities that point to self-harm and bullying. This allows teachers and parents to ensure children are practicing cyber safety, following HTA’s technology guidelines, and learning in a healthy virtual environment.

TESTING
HTA uses data-driven growth learning that allows our teachers to tailor instruction to challenge every student, whether they are below, at, or above grade level.

The MAP Growth student reports present realistic learning goals by subject areas so that — with their teacher’s guidance — students can see their progress and be inspired to take charge of their own learning.
FIELD STUDIES

Field Studies are a key component of HTA’s model. We believe that experiential, hands-on experiences play a vital role in student learning. When our students step outside the classroom, they are applying their lessons in the real world. This deepens their understanding and helps them make connections with their larger community.

Field Studies are generally scheduled on Mondays or Fridays, although this can vary based on our community partners. They are a required part of the school week and parents/guardians are responsible for providing transportation to the site.

Kauai High School students get out in the field to learn about their island environment and how to be good stewards. One site they visit regularly is Alokoko Fishpond, which sits in the estuary of Nawiliwili Harbor (above). Malama Huleia is working to restore the wetland, removing invasive species such as mangroves and encouraging the return of native species.

Another recent Field Study took students to the state Capitol (left) and Iolani Palace on Oahu for their Modern Hawaiian History class. These visits bring our history to life and help students connect with what they are learning in the classroom.
Our Career-Based Learning Program allows our students to step outside the walls of the traditional classroom and engage in hands-on learning while earning credit.

At HTA we are lucky to have a wide range of community partners so our students can dive into internships, experiential programs, jobs, or independent projects in a wide range of fields. We aim to match our Kauai students with partners that fit their areas of interest. We've had students working with the local orthodontist, in an architecture firm, getting hands-on at a veterinary clinic, with a local bakery, at Kauai Labs, IT Kauai, and Rainbow Roots Farms.

These project-based experiences allow students to apply their academic knowledge in a real-world setting. They gain the skills, confidence, and knowledge needed to make a difference in the world around them. CBL is a great way for students to explore a diverse range of career pathways while building a high school portfolio that stands out.

**Career Pathways offered through CBL in SY 2022-23**
- Agriculture, Food & Natural Resources
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Human Services
- Information Technology
- Science, Technology, Engineering & Mathematics

*Top: We are extremely lucky to have a well-equipped Makerspace on our Lihue campus. This is an absolute tech playground where our students learn how to use the latest in technology. We have 3D printers, laser cutters, T-shirt presses, electronics for circuitry, computer-building kits, and this CNC machine being operated by student Ty C.*

*Above: Connor R. interned at the Kapaa Animal Clinic, helping with the animals and even assisting with surgeries.*
As students begin looking forward to the next steps in their lives, HTA provides guidance through our advisory classes and our college and career counseling.

Our staff help students identify and develop their own unique post-secondary goals, whether that includes college, trade school, apprenticeships, the military, a gap year, or entering the workforce.

HTA students need a total of 24 high school credits for graduation. A typical student will take six credits each school year; three per semester. One class is either one full credit or half a credit.

HTA students are also able to get ahead and challenge themselves through Early College and Running Start, which allows them to enroll in college classes and earn credit toward both high school graduation and a college degree. Some HTA students have already earned their Associate in Arts college degree when they graduate from HTA.

At HTA, we love to celebrate all those rites of passage that belong to the senior year. Grade 12 advisory allows our seniors to have a say in the activities they enjoy this year, whether they want to throw an ice cream social or go on a hike. We have a senior luncheon and prom, and we host full cap and gown ceremonies for our graduates on Oahu.
On-campus class days are on Tuesdays and Thursdays.
> Students meet their teachers and peers for face-to-face classes.
> Clubs and workshops and extra curricular opportunities are available after regular school hours.

Virtual classes are on Wednesdays.
> Students meet their teachers online in the morning while they are at home.
> Students should expect to have assignments to work on in the afternoon, particularly on Mondays, Wednesdays and Fridays.

There may also be Field Studies scheduled on Mondays or Fridays, where students apply their learning out in the field.

> Student support is on campus on Monday mornings and virtually on Friday mornings. Please note that these student support sessions are required when student grades are below passing.

For those students signed up with the Career-Based Learning program, work days are scheduled according to student need — this is really where you see the beauty of our blended model because it really allows students to fit in school, life, and other activities.

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**LIHUE CAMPUS HIGH SCHOOL SCHEDULE**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Field Studies</td>
<td>Face-to-Face Support</td>
<td>Synchronous Virtual Class for all Students</td>
<td>Face-to-Face Class/ Virtual Cohort Meetings</td>
<td>Virtual Support, Field Studies or Career-Based Learning</td>
</tr>
<tr>
<td>8:30-11:00</td>
<td>8:30-9:45</td>
<td>8:00-8:55</td>
<td>8:30-9:45</td>
<td>8:00-12:00</td>
</tr>
<tr>
<td>12:30-1:25</td>
<td>11:10-11:45</td>
<td>9:00-9:55</td>
<td>8:50-9:05</td>
<td>12:30-1:25</td>
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<tr>
<td>1:00-2:00</td>
<td>11:50-12:25</td>
<td>10:00-10:55</td>
<td>11:10-11:45</td>
<td>1:00-2:00</td>
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<tr>
<td>2:00-3:00</td>
<td>12:30-1:45</td>
<td>11:50-11:55</td>
<td>12:30-1:25</td>
<td>1:15-3:00</td>
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<tr>
<td><em>Block 7 &amp; 8 are elective language classes</em></td>
<td><em>Block 7 &amp; 8 are elective language classes</em></td>
<td><em>Block 7 &amp; 8 are elective language classes</em></td>
<td><em>Block 7 &amp; 8 are elective language classes</em></td>
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Note: HTA High School is on a "Block" schedule system.

*Schedule dates and times are subject to change.*
When you step onto campus you can’t help but notice that our students are happy. There’s a lot of smiling and laughing!

Whether we are in class, outside in the garden, having lunch in our green space, or chatting in the reception area, it’s warm and inviting and there’s a feeling of happiness and a spirit of collaboration.

Our small size and blended model allows us to truly focus on our students’ social and emotional development.

Relationships are key, and we foster an accepting and positive environment with open channels of communication between parents, students, teachers, and administrators.

Each student belongs to an advisory class that meets throughout the year. Advisory helps build belonging and purpose, and advisory teachers are advocates for their students.

The High School Counseling Office plays another critical role. Counselors and administrators work together to support students through the complexities of adolescence.

Students are encouraged to be involved in their school through clubs and student leadership. During the year students get together for community work and fun social events such as spirit weeks, movie nights, and school dances.

74% of HTA Kauai Grade 6-12 students report a positive school climate compared to a state school average of 47%

*Panorama Student Survey SY 2022-23*
Our high school clubs and activities are driven by student interest so they vary from year to year. Clubs generally meet after school hours. We also have virtual clubs so that students from our campuses across the islands can socialize together.

A perennial favorite is our gardening community service group, which plans, designs, and maintains our campus garden.

Our environmentally minded students help us keep our campus green, and have shifted us to using refillable water bottles and composting our food waste.

Students also enjoy our Model United Nations and Diversity, Equity and Inclusion groups, which both travel to attend conferences with their peers.

And another annual highlight is our six-week Artist in the School program; last year we learned many of the skills that go into jewelry making.
why our families love HTA

“Teaches students to work with technology; not be a product of it.”

“The teachers.”

“Provides students with technical skills used in today’s global job market.”

“Teachers give individualized attention and support to students.”

“Field studies.”

“Feels like a start-up with entrepreneurship energy.”

“Flexibility”

“Open channels of communication with teachers and administration.”

“No bullying.”

“Feels like a start-up with entrepreneurship energy.”

“Maintains family lifestyle.”

“Requires students to take ownership of their learning.”

“Prepares students for online learning that happens in college.”

“Helps parents to better support their student’s development by seeing their strengths and opportunities for growth.”

“Allows parents to be part of their student’s learning.”

“Teachers maintain a high level of energy and positivity.”
FAQs

Does HTA have a lunch program?
We do not have a school lunch program. Students bring their own packed lunches for their on-campus days and there is a microwave for them to use. We also have an open-campus policy for our high schoolers who want to go out for lunch.

How involved am I as a Learning Coach?
Your involvement is vital for your child’s success. The Learning Coach role does vary by grade and also depends on each individual student, but parents are much more hands-on in their child's education than at a regular school. It starts with creating a positive learning environment at home and providing support on those days when your child is taking their virtual classes. You need to be available to get your child to school and Field Study sites. At the academic level in high school, your role is more of a guiding one as you ensure your child is staying on track. You can also help in areas of organization and time management.

Does my child have to go on the Field Studies?
Yes. Field Studies are an integral part of our curriculum. Our community partners provide expert knowledge and our students have the opportunity to extend their learning in valuable hands-on situations.

What is Student Support?
This is dedicated time in our weekly schedule when teachers can work with students either individually or in small-group settings to target areas where they need extra assistance. This is on campus on Mondays and online on Fridays. These sessions are required if a student's grades fall below a certain point.

What is the high school block system?
Our high school follows a block system, which means that classes change after the first semester. Students take fewer classes per semester, but the concentrated delivery means they can take a deeper dive into their subjects.

How many credits are needed for graduation?
Students typically take six classes per year; three per semester. In order to promote to the next grade level, students must have five credits after grade 9; 11 credits after grade 10; 17 credits after grade 11; and 24 credits after grade 12.

Can I play high school sports?
Due to our blended schedule, HTA does not have its own athletics teams; however, high school students who meet academic and attendance requirements are able to participate in athletics at their neighborhood public high school.
What is the student fee?
The $35 student fee helps cover the cost of basic classroom supplies, curricular software and materials, and an HTA T-shirt. After fully enrolling, you will be prompted to pay the fee (per student) in HonuHub via PayPal. If you cannot pay the student supply fee at that time, you will be given the option to pay later and still be able to complete the enrollment process. The deadline to pay the fee is July 21, 2023. The supply fee is fully refundable should you choose to cancel your child’s enrollment at HTA before the first day of school.

Families who complete HTA’s Application for Reduced Fees may qualify to have this fee subsidized.

Please note: The student fee must be paid before students can participate in the computer loan program or borrow an on-site loan computer. It also must be paid in order to participate in Field Studies and extra curricular activities such as dances, retreats, grad night, prom, etc.

Can you tell me about the computer loan program?
As part of HTA’s commitment to technology, students have the opportunity to participate in HTA’s optional computer loan program. The Chromebook and its accessories are the responsibility of the student and his/her parents. In order to participate in the program, you must complete the following three steps in HonuHub after you are enrolled:

Step 1: Review the Program Information
Step 2: Electronically sign and agree to the loan agreement.
Step 3: Pay the refundable $135 insurance deposit, per computer.*
   A non-refundable processing fee of $5 is added when you pay.

*Families choosing to participate in the computer loan program are responsible for the return of the computer at the end of the school year or upon withdrawal.

Refunds are subject to the condition of the computer upon return and at the discretion of HTA staff. Families who complete our Application for Reduced Fees may qualify to receive a lower rate on the deposit.

What if I have another question?
Campus Director
Traci Sullivan is here to help!
Here’s her cellphone number: (808) 635-8062.
A roundup of resources that you may find helpful during the admissions and enrollment process.

**Campus Tours**
Come and visit our campus firsthand. Register for a tour by going to HonuHub and clicking on Admission Events.

- Thursday, Feb. 16  6 - 7.30 p.m.
- Saturday, Feb. 25  9 - 10.30 p.m.

4370 Kukui Grove St., Suites 103 & 112

**Live admissions Q&A Zoom sessions**
Meet school staff online and ask your individual questions.

- Wednesday, Feb. 22  6 - 7 p.m.
- Thursday, March 2  6 - 7 p.m.
- Wednesday, April 5  6 - 7 p.m.
- Tuesday, May 9  6 - 7 p.m.
- Tuesday, June 13  6 - 7 p.m.

**HTA admissions assistant**
Grades 9-12
Eileen Novak
enovak@myhta.org
Phone: 808-676-5444
Ext. 1013

**HTA’s website**
The admissions tab on our website includes all admissions and enrollment information. There is also a survey that may help you determine if HTA is a good fit for you and your student.

www.myhta.org

Our Instagram account and FaceBook page
Where we celebrate our students’ many amazing achievements.

@htacharter

HTA-Hawaii Technology Academy
We are thrilled that you are considering Hawaii Technology Academy for your child's education. Our admissions team is here to help you through the process.

> Admissions for School Year 2023-24 open on **Monday February 6**.

Please note that HTA does not accept students after the enrollment deadline in June; there is just this one student intake during this admissions period.

The process is done entirely on HonuHub, our school information system.

> After watching the admissions video and reading this guidebook, you will be able to create an account on HonuHub and submit an application for admission by providing the following information:

- Parent/legal guardian's name and address
- Proof of residency (See page 27 for accepted documents)
- Student's name and the grade level they will be entering
- Which island campus you are applying to
- The program you are applying to (blended, full distance learning, pbHTA)

> **SUBMITTING THIS APPLICATION FOR ADMISSION WILL PLACE YOU IN THE COMPUTERIZED LOTTERY, WHICH IS HELD ON MARCH 7.**

> If your student is offered admission after the lottery, you will be notified by email. You will have **two business days to accept this offer of admission**. If you do not accept within this time frame, you will need to begin the admissions process again.

> After accepting the offer of admission, you will have 10 business days to **finish all enrollment forms and provide all required documentation using HonuHub**. This step is necessary to secure your spot. You will find a list of the required documents on pages 28-30

> If your student is not offered admission after the lottery, you will be placed on the waitlist.

- Waitlists are based on lottery numbers.
- We also accept late admissions after the lottery; these late applications are waitlisted based on the date and time stamp of application submission, i.e. first-come, first-served.
- It is impossible to predict which grades and programs will have openings, however we do frequently admit students from the waitlist.
## 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Feb. 6</td>
<td>New student admission opens</td>
</tr>
<tr>
<td>March 6, 4 p.m.</td>
<td>Lottery deadline (create your account in HonuHub and submit an application for admission by this deadline.)</td>
</tr>
<tr>
<td>March 7</td>
<td>COMPUTERIZED LOTTERY</td>
</tr>
<tr>
<td>March 7 - June 23</td>
<td>Late admissions accepted (based on space availability)</td>
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<tr>
<td>June 30</td>
<td>Enrollment deadline (provide all final documentation required to complete enrollment)</td>
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or until space is filled, whichever occurs first

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 21</td>
<td>Waitlist closes</td>
</tr>
<tr>
<td>Aug 7</td>
<td>Orientation for all new students</td>
</tr>
<tr>
<td>Aug 8</td>
<td>First day of classes for all students</td>
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</table>
required documents

These are the documents you will need to begin the admissions process and then to complete enrollment once you have been admitted. All files must be scanned as a pdf document. Photos will not be accepted.

**TO BE PLACED IN THE LOTTERY** (deadline March 6, 4 p.m.)

**Proof of residency – must be attached to the residence and dated within the last 60 days**

ACCEPTABLE DOCUMENTS (one required)
> Mortgage statement, rental agreement, or current real property assessment document in the parent/guardian's name with current address.

> Utility bill statement: water, gas, electric, cable, or landline telephone bill in the parent/guardian's name with current address.

> If the parent/legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted with the following requirements:

  1. Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
  2. Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
  3. Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
  4. A copy of the relative/friend's proof of residency documentation must be attached to the notarized statement; and
  5. Notarized statement must be signed by the relative/friend listed on the proof of legal residency.

The proof of residence form when the bill holder is not the parent or guardian can be found [here](#).

> Military/Permanent Change of Station (PCS) Orders: Military Orders will only be accepted as a placeholder. Proof must be provided within 14 days of arrival on island.
AFTER THE LOTTERY TO COMPLETE ENROLLMENT

If you are offered admission after the lottery, you will have two business days to accept the offer, and then 10 business days to submit the following forms and documents to complete enrollment.

**Student birth certificate (required)**

> Legible copy of the original birth certificate or a certified copy are acceptable for enrollment. If certification is on the back, both sides of the original birth certificate must be uploaded.

> All birth certificates in a foreign language must be translated by a state-approved institution or person if no passport or visa is available.

> If birth certificate is not available, then a visa or passport may be used to verify birthdate and legal name, but parents need to submit other proof of legal parent relationship.

**Student health record (required)**

All students enrolling in a Hawaii school for the first time must have the following documents.

Students who have not completed these requirements by the first day of school will not be allowed to attend school until these requirements are met. Approval of all health record items is conditional upon review and final approval of the Health Aide.

> **Tuberculosis (TB) clearance**

Proof of TB clearance is required. An appointment card will not be accepted as a placeholder for TB test results.

AND

> **Student Immunizations & Physical**

A completed Hawaii Student Health Record (Form 14) or Immunization Record, click here for form.

This includes:

Physical examination (P.E.)

For students entering grades K-6 and 8-12: A physical examination must be completed within one year before first attending school in Hawaii and must be performed by a U.S. licensed physician, APRN, or PA.

Students entering grade 7 need an updated physical: Beginning with the school year 2019-20, a physical examination must be completed within one year before entering Grade 7 and attending school in Hawaii. Physical must be performed by a U.S. licensed physician, APRN, or PA.

OR

> A signed statement or medical appointment card from the student's doctor to prove the student is in the process of completing immunizations or the physical exam.

> A Religious or Medical Exemption Form may be submitted (if applicable) for immunizations only. A sample form can be found here.
Report cards/transcripts (required)

Students entering grades 1-9: Semester 1 and final report cards.

Students entering grades 10-12: Semester 1 and final report cards and transcript.

Homeschool: Most recent annual progress report or standardized test results as required. Click here for a sample homeschool report card.

Special education (if applicable)

> 504 Plan: Current or within last three years.
> IEP (Individualized Education Plan): Current or within last three years.

Medical documents (if applicable)

> Upload required medical documents (e.g. Self Administration of Medication Form for the use of EpiPen and Inhaler, Request to Store and Administer Medication etc.)
> Click here for sample of self-administration of medication form
> Click here for sample of store and administer medication form
> Click here for diabetes care/insulin form

McKinney-Vento form (required)

If you are currently in a homeless situation such as living in a hotel, tent, beach, vehicle, shelter or even a relative's home due to a financial loss your child may be eligible for certain educational rights or services under the McKinney-Vento Act. For more information on the McKinney-Vento form or to see if you qualify, please contact our office. Click here for a sample of the McKinney-Vento Form.

Media release form (required)

The media release form on HonuHub will let us know if you do or do not wish for your child to be photographed or filmed by HTA, members of the media, organizations or agencies at school, for use in print or internet publications, documentaries, films or video, to the extent that the school can prevent such contact. Note: This does not include videotaping by security cameras in school.
**Application for reduced fees (optional)**

HTA does not participate in the National School Lunch Program, however we offer the Application for Reduced Fees to determine if your family would otherwise qualify. Families that qualify can see a reduced deposit amount for HTA's Computer Loan program, reduced cost for Field Studies, student fee, fee waivers, internet reimbursements, and more. You will be able to apply for this during or after the enrollment process.

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**Legal documents (if applicable)**

This pertains to the entire family. If you have legal documents pertaining to a specific child, you can upload that under Student Documents.

- Power of Attorney if the child is not living with the parents (must be renewed annually and have an expiration date). Click [here](#) for a sample Power of Attorney document.
- Restraining Order
- Guardianship documents
- Legal name change
- Court orders
- Other
**Computerized lottery**

HTA uses a computerized lottery to determine admission. Click here to review the full Admissions and Lottery policy.

**Enrollment policies**

Our full enrollment polices can be found here. Among other things, you will find information on the following:

> Parent/guardian state of residence
> Learning Coach residence
> Third-party Learning Coach agreement
> Promotion and Retention enrollment policies
> Grade level matriculation procedure for students
> High school course transfer credits
> Concurrent Enrollment Policy

**Attendance policies**

We would like to draw your attention to three important attendance policies; you can find the full list of policies in our Schoolwide Guidebook here.

**First month attendance**

If a student misses more than five days of orientation, online work/class or face-to-face class during the first month of school, without a valid excuse approved by the school administration and documentation such as a doctor's note, the administration may, at its discretion, un-enroll the student.

**No-show policy**

If a student misses 10 or more consecutive school days from the first day of school, the student will be unenrolled from HTA and reported as a “no-show” to the state.

**Administration Approved Absence policy**

If a student will be absent for a period of three or more days due to an educational trip, athletic event, arts-related event, college visit, academic contest, medical situation or other legitimate event, families must apply for an Administration Approved Absence. Request must be initiated no later than 14 days prior to the first date of the absence, therefore, Administration Approved Absence is not available during the first and last 14 days of the school year.
I’m Sushi, the fish specialist on HTA’s Kauai campus. They’ve left the last bubble to me, so I would like to thank you for your interest in our school, and I look forward to seeing you on campus soon.