Aloha mai kākou, ‘O au ‘o Makala Pa‘akaula. I am the Director of our HTA Kona campus. Here, we pride ourselves on a holistic approach to learning. We look at balancing both indigenous cultural practices and ‘ike (knowledge) with the 21st century skills surrounding us every day. It is important to bridge the past with our present, so that our future is one of an independent, sustainable island community.

Our students still learn the content and skills necessary to thrive at college or in the workforce. However, we know it is extremely important to integrate our culture and our island ways of connecting, and to know the unique place we live in. Therefore, it is imperative for students to interact with the wahi pana, or sacred places, and to create sustainable, reciprocal partnerships in the private and public sectors. Cultural practitioners are an important part of this. They share their ‘ike with our students and engage them in hands-on practice, problem-solving, and solution-oriented outcomes to increase the wellbeing of the whole kaiāulu (community). Mahalo for your interest in our school.

Makala Pa‘akaula
Campus Director, HTA Kona
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.
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.
We do school differently.

**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**.
- **160** the number of students in K-12 at our Kona campus; we celebrate the power of a small school culture.
- **1,400** the total number of HTA students across Oahu, Maui, Kauai, and Hawaii Island.
- **1:15** our average faculty to student ratio.
- **10-24** the range of students per class.
- **2008** the year HTA opened its doors.

*SY 2022-23 numbers

**WHAT IS A CHARTER SCHOOL?**

Charter schools are independently-operated PUBLIC SCHOOLS that have the freedom to design education that meets their students' needs.
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**
  with their Learning Coach as support.
  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 with their peers.

> You will find the weekly schedule for our middle school on page 18
why we do school differently

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 for families to spend together.

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

In Kona, we are focused on building a rich array of experiences so our keiki can connect with their community, culture, and aina. When our keiki grow up rooted in their culture, no matter which culture it is, they have a sense of identity and belonging. This stays with them through their lives.

When we know who we are, we can better navigate the bumps in the road. If we fall down, we can pick ourselves up and move forward again because we know where our starting place is.

At HTA in Kona we are building opportunities for our students within our wider community. We recently partnered with Kaulana Na Pua to offer a club where students gain an introduction to oli, hula, and mele. They learn the significance behind the dances, what the words mean, and about the wahi pana (sacred places) at their roots. Our students also enjoy their time with the Hawai‘i Keiki Museum, where they have helped create museum exhibits, such as murals and displays. Our middle school geology club is also working with the museum getting hands-on experience in lapidary – turning rocks into gems.
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 or the workforce.

> 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.

We have a valuable partnership with the Hawaii Keiki Museum. Our students helped paint a mural for Na Po Mahina, the Hawaiian moon calendar.
One 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.

Learning Coaches play a vital role in the HTA model and are active, contributing members to their children’s education. They work closely with their child’s teachers and help support their students on their virtual days at home.

You do not need to be a trained educator to be a Learning Coach; HTA provides support and training workshops for this role.

Our parents enjoy being involved in their children’s education and the close relationships that result.

GENERAL LEARNING COACH ROLES & RESPONSIBILITIES

• Be home and 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 conferences, team discussions, student presentations etc. in person.
• Participate in Learning Coach virtual training sessions.
• Have a proficient understanding of HTA’s Core values so you can regularly input goals, growth, and progress on your student’s record.
• 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.
• Ensure student work is handed in by the scheduled due dates and regularly check student progress (i.e. grades, time on task).
• Periodically attend a virtual class with your child to see how he/she engages in the virtual lessons (with advanced notification).

HTA is different from any other school because they have been able to blend parents, teachers, and students in a way that is the most beneficial for the student. I love that I have a much deeper role in my children’s education while they get the benefits of traditional school. As a Learning Coach, I am able to see where my child is struggling or achieving and am able to supplement accordingly.

~ Rosanna Waller, elementary & middle school Learning Coach
Our teachers are experienced and caring.

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.

Our staff aim to ground themselves in our host culture. They participate in Na Hopena Ao (HA), a state education department initiative that builds a framework for honoring the qualities and values of the indigenous language and culture of Hawaii.
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.

HTA has 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.

There is a lot to look forward to as our students move into high school. They can participate in our Career-Based Learning program, which allows them to earn credit while exploring with internships, experiential programs, jobs, or independent projects.

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 our high school.

Access HTA’s full middle 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.
FIELD STUDIES

Field Studies are a key component of HTA’s model. We believe that experiential, hands-on opportunities 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 understand and helps them make connections with their larger community.

Our middle school students focus on aina sustainability while working at a private garden (above). They join cultural practitioners who share Hawaiian protocols and oli. Our students are learning how to plant and tend crops, harvest, and prepare traditional foods such as laulau.

At Kohanaiki (left), Ranger Gary Eoff introduced students to Hawaiian Wayfinding practices, such as the use of a model star compass for celestial navigation, cordage making, and the preparation of canoe plants for oceanic travel.

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

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 staff determine that students need extra support to sustain their progress.

TESTING
HTA uses data-driven growth learning that allows 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 area so that — with their teacher’s guidance — students can see their progress and be inspired to take charge of their own learning.

The MAP tests are administered at the beginning and end of each school year.
Our middle school students greatly enjoy their exploratory wheel time on Wednesdays and Fridays.

Our teachers are able to offer these opportunities based on their own extra curricular talents, and students have a choice in which wheels they participate in.

Activities may involve P.E. and team sports, foreign languages, gaming, theatre, and mixed visual art.

This is a great time for students to have fun, socialize, and get to know others on campus.
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 Middle School Counseling Office plays another critical role. Counselors and administrators work as a team to support students through the complexities of adolescence.

Students are encouraged to be involved in their school through student council. They work with staff and our awesome parent committee — **HTA ‘Ohana Committee (HOC)** — to organize fun social events such as spirit weeks, movie and game nights, school dances, a boo-tiful Halloween celebration, and our annual march in the Kailua-Kona Christmas parade.
On-campus class days are on Wednesdays and Fridays.
> Students meet their teacher and peers for face-to-face classes.

Virtual classes are on Tuesdays and Thursdays.
> Students meet their teacher online in the morning while they are at home with their Learning Coach.
> This may be followed by independent activities/assignments, which students complete with the support of their Learning Coach.

Field Studies are typically scheduled on Tuesday and Thursday afternoons, however this can sometimes vary, depending on the availability of our community partners.

On Mondays, students have independent assignments, and those students needing extra support come on campus for small-group work with their teachers. Please note that these student support sessions are required when staff determine that students need extra support to sustain their progress.

---

**KONA MIDDLE SCHOOL SCHEDULE (KULA WAENA)**

<table>
<thead>
<tr>
<th>PŌ’AKAHI (Monday)</th>
<th>PŌ’ALUA (Tuesday)</th>
<th>PŌ’AKOLOU (Wednesday)</th>
<th>PŌ’AHĀ (Thursday)</th>
<th>PŌ’ALIMA (Friday)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00-10:30</td>
<td>Asynchronous Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30-2:00</td>
<td>Face to Face Student Support (as needed/directed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week B</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30-11:00</td>
<td>Face to Face Student Support (as needed/directed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:40-1:10</td>
<td>Asynchronous Work</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students should expect to complete assigned asynchronous as scheduled (week A or B)*

**Synchronous Virtual Class or Field Studies**

<table>
<thead>
<tr>
<th>Period</th>
<th>9:00-9:45</th>
<th>10:05-10:45</th>
<th>10:45-11:00</th>
<th>11:00-11:45</th>
<th>12:15-12:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>9:00-9:30</td>
<td>9:35-10:45</td>
<td>10:50-12:00</td>
<td>12:00-12:40</td>
<td>12:40-1:10</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:00-10:45</td>
<td>10:45-11:00</td>
<td>11:00-11:45</td>
<td>12:15-12:45</td>
<td>1:15-2:25</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00-12:40</td>
<td>12:40-1:10</td>
<td>12:15-12:45</td>
<td>1:15-2:25</td>
<td></td>
</tr>
<tr>
<td>Elective - Exploratory Wheel</td>
<td>2:30-3:00</td>
<td></td>
<td></td>
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</tbody>
</table>

*Students should expect to complete assigned asynchronous work in the afternoon.*

**Face to Face Class**

<table>
<thead>
<tr>
<th>Period 1</th>
<th>9:00-9:45</th>
<th>10:00-10:45</th>
<th>11:00-11:45</th>
<th>12:15-12:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>9:00-9:30</td>
<td>10:00-10:45</td>
<td>11:00-11:45</td>
<td>12:15-12:45</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:00-10:45</td>
<td>10:45-11:00</td>
<td>11:00-11:45</td>
<td>12:15-12:45</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00-12:40</td>
<td>12:40-1:10</td>
<td>12:15-12:45</td>
<td>1:15-2:25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period 3</th>
<th>11:00-11:45</th>
<th>12:15-12:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 3</td>
<td>11:00-11:45</td>
<td>12:15-12:45</td>
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</tbody>
</table>

**Field Studies**

<table>
<thead>
<tr>
<th>Period 4 - Advisory</th>
<th>12:15-12:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 4 - Advisory</td>
<td>12:15-12:45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support/Enrichment</th>
<th>9:00-9:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support/Enrichment</td>
<td>9:00-9:30</td>
</tr>
</tbody>
</table>

*Students should expect to complete assigned asynchronous work in the afternoon.*

*Scheduled dates and times are subject to change. Check your individual schedule in Honhub.
These are just some of the comments that HTA campuses statewide received from parents in the Hawaii state School Quality Survey for SY2021-22.

“HTA has been a GREAT school for my child. We love the blended learning and the staff/faculty are wonderful.”

“HTA has created an extraordinary learning environment. Faculty are as dedicated as any I have ever seen.”

“This is an excellent school. They provide every opportunity to be involved in your child’s education and support your child in any way they need. I highly recommend this school to everyone!”

“My son is flourishing at HTA. He needs and is receiving extra attention to help with his English reading and writing.”

“HTA is an amazing public charter school that offers high quality education.”

“I find that HTA values my child as a whole person, meaning character is just as important as grades.”

“The school provides a safe, positive and enjoyable school for my child to be able to interact with other students and teachers.”

93% of HTA Grade 6-12 students statewide report feeling safe at school compared to a state average of 55%

*Panorama Student Survey SY 2022-23
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.

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 middle school, your role is becoming 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. Our teachers aim to give a minimum of one week's notice prior to events. Students who do not attend Field Studies are marked absent and need to make up work with an alternative assignment.

How often will they have Field Studies?
Our goal is to have our keiki out in the field once a month.

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. These sessions are required if a student's grades fall below a certain point.

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 for a lower rate on the deposit.
A roundup of resources that you may find helpful during the admissions and enrollment process.

**Campus Tours/Meet & Greet**
Campus tours will be scheduled once our new facilities are complete.

**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.
Wednesday, June 7  6 - 7 p.m.

**HTA admissions assistant**
Grades 6-8
Julietta Moeveve
jmoeveve@myhta.org
Phone: 808-676-5444
Ext. 1021

**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](http://www.myhta.org)

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

[HTA-Hawaii Technology Academy](https://www.instagram.com/htacharter)
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 25 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 26-28.

> 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.
admission & enrollment dates

2023

Feb. 6  
New student admission opens

March 6, 4 p.m.  
Lottery deadline (create your account in HonuHub and submit an application for admission by this deadline.)

March 7  
COMPUTERIZED LOTTERY

March 7 - June 23  
Late admissions accepted (based on space availability)

June 30  
Enrollment deadline (provide all final documentation required to complete enrollment)

or until space is filled, whichever occurs first

July 21  
Waitlist closes

Aug 7  
Orientation for all new students

Aug 8  
First day of classes for all students
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:

(a) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
(b) Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
(c) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
(d) A copy of the relative/friend's proof of residency documentation must be attached to the notarized statement; and
(e) 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.
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.

**Application for reduced fees (optional)**

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

**Legal documents (if applicable)**
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 policies 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
> 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.
Oli Mahalo – Gratitude Chant

HTA Kona students learn this oli, which is used to mahalo your host at the end of your visit.

ʻUhola ʻia ka makaloa lā
Pūʻai i ke aloha lā
Kūkaʻi ʻia ka hâ loa lā
Pāwehi mai nā lehua
Mai ka hoʻokuʻi a ka hālāwai lā
Mahalo e Ke Akua*
Mahalo e nā kupuna lā ʻeā
Mahalo me ke aloha lā
Mahalo me ke aloha lā

The makaloa mat has been unfolded
Food is shared in love
The great breath is exchanged
The Lehua honors and adores
From zenith to horizon
Gratitude to God
Gratitude to our ancestors
Gratitude with love
Gratitude with love