



Hawaii Technology Academy PCS

Admission & Lottery Policy

Commission Approved 12/8/2022

Hawaii Technology Academy's (HTA) application period and the lottery will take place in the spring of the year of enrollment. A timeline for admissions and enrollment will be determined annually and be publicly available on the school website. There will be an Application Period during which applications for the upcoming school year shall be submitted to be included in that year's lottery. Provided that all applications are submitted before the stated deadlines, all prospective students applying for Kindergarten through grade 12 will be given the opportunity to enroll in the free public charter school, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

Admission Preferences:

The following shall be given preference for admissions to the school:

1. Currently enrolled students;
2. Siblings of students enrolled in the school (siblings are defined as any two students who share a legal parent/guardian);
3. Children of school faculty, staff, and governing board. *Note: The number of children of school faculty, governing board, and staff accepted on the lottery date will not exceed 10% of the total forecasted school enrollment.*

Current Students:

Students currently enrolled at HTA will be exempt from the lottery and granted continued enrollment upon successfully completing the Returning Student Registration process prior to the established deadline. If registration is not completed by the deadline, the returning student will lose their priority registration and be placed in the new student application pool, which is subject to a lottery and waitlist.

Siblings:

Siblings of students enrolled at HTA and children of school faculty, staff, and governing board will receive preference in the computerized lottery if a completed application is submitted during the Application Period. Preferences will not be applied to any late applications submitted after the end of the Application Period.

Information Sessions:

HTA uses an innovative and flexible blended learning model, providing students with a combination of face-to-face instruction, virtual instruction, and experiential/independent learning. Unique to this learning platform, HTA engages parents/guardians as Learning Coaches, empowering them through training on how to best support students with their independent learning. For this reason, parents/guardians of students new to HTA are **highly encouraged** to attend an information session prior to submitting an admission application. Parents/guardians of returning students are also **highly encouraged** to attend an information session if they wish to switch programs. See the section titled “Program Selection” for more details.

Admissions & Lottery Process:

For new students (including siblings and children of HTA faculty/staff and/or governing board), an admissions application must be completed and submitted in HonuHub by the stated deadline of the Application Period to be eligible for the computerized lottery. All applications will be dated and time-stamped via HonuHub. If the number of students who apply for admission exceeds the school’s grade level capacity, admission shall be determined by a computerized lottery (a random drawing). After the lottery, parents/guardians will be notified via email of the results. HTA commits to making the admissions and lottery process clear and transparent to parents/guardians, staff, and the community.

Once a family has been notified that their child has been accepted for admission, they will be given **two business days** to sign and accept the offer of enrollment. All required enrollment forms and documents must be submitted, reviewed, and approved **within ten business days** after acceptance to secure enrollment for their child. If all required enrollment forms and documents are not submitted and approved within ten business days, the selection will be forfeited and offered to the next applicant on the waitlist. If the offer of enrollment is not accepted within two business days after notification, the student will lose his/her seat. If the family re-applies for admission, the child’s application will be date and time stamped and processed as a late application. A calendar of submission dates will be published by the first school day in January.

Program Selection:

Upon applying, parent(s)/guardian(s) will be required to select which program their child is applying for. Once a program is selected, there will not be an option to switch programs until the following school year. Each program follows the enrollment lottery process described in the section titled “Admissions & Lottery Process” but has its own computerized lottery and enrollment caps. If any parent/guardian enrolls in one program but wishes to switch to another, they will be required to cancel enrollment in the current program and enroll as new in the other, subject to a waitlist. In addition, parent(s)/guardian(s) of both new and returning students are **highly encouraged** to attend an information session for the program they wish to apply for prior to submitting their application for admission and/or completing registration.

Late Applications:

Applications submitted after the Application Period will be considered “late” and processed based on the date and time stamp of submission. Late applications will be placed in the order received at

the end of the lottery waitlist without regard to any preferences described in this policy. If a spot opens up in a specific grade level where a waitlist exists, the next eligible applicant will receive a notification. Parent(s)/Legal Guardian(s) who receive a notification of space availability will be given **two business days** to sign and accept the offer of enrollment. If the offer of enrollment is not accepted within two business days after notification, this will result in the student forfeiting his/her seat to another student on the waitlist. Such forfeiture will be communicated to the family via email.

Enrollment:

Enrollment will occur on a rolling basis, upon the sufficiency of all student enrollment documents until **the stated enrollment deadline** or until spots are filled (whichever occurs first). For all grade levels, students who are not enrolled in HTA by the **stated waitlist deadline** will receive official notification that the waitlist has closed and must remain enrolled in another educational institution.