



Hawai'i Technology Academy
ENROLLMENT POLICIES
2024-2025

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Parent/Guardian State of Residence

All students enrolling or re-enrolling at Hawaii Technology Academy, as well as the parents or legal guardians of those students, must reside within the state of Hawaii. Only the resident parent/legal guardian will be permitted to enroll/withdraw the student from HTA, enter into technology loan agreements; enter into the *Third-Party Learning Coach* agreement, and serve as the main point of communication with the school. Proof of residence will be required during the enrollment process. Parents/legal guardians must fulfill all obligations listed in the School Guidebook.

Students aged 18 or above on the first day of the school year, or those who attain age 18 during the school year, must have a parent or legal guardian listed on all enrollment documents. Only the resident parent/legal guardian will be permitted to enroll/withdraw the student from HTA, enter into technology loan agreements; enter into the *Third-Party Learning Coach* agreement, and serve as the main point of communication with the school. No student may act as his/her own Learning Coach.

Learning Coach State of Residence

All students enrolling or re-enrolling at Hawaii Technology Academy must possess a Learning Coach who is 18 years or older and who resides in the state of Hawai'i and on the same island as the student. The student and Learning Coach must submit proof of residence during enrollment. If the registered Learning Coach is not the parent/legal guardian of the enrolled student, the registered Learning Coach must complete and submit the *Third Party Learning Coach* agreement to Hawai'i Technology Academy. Learning Coaches are expected to fulfill all obligations listed in the School Guidebook.

Students aged 18 or above on the first day of the school year or those who attain age 18 during the school year are still required to have a registered Learning Coach available to attend all enrollment, orientation, face-to-face, and quarterly meetings. A student may not act as his/her own Learning Coach.

Third-Party Learning Coach Agreement

I, _____ parent/legal guardian of _____
Parent/Legal Guardian Name Student Name

grant permission for _____ to serve as the registered Learning Coach
Third-Party Learning Coach

for my child for the 2024-2025 school year.

I recognize that in registering a third-party individual as my child's Learning Coach:

- The third-party individual will have access to my child's academic information, address/phone number, medical information, educational history, family/income data, and all current year grades, assignments, and communications with HTA faculty and administration.
- I agree that the third-party learning coach will hold all of my child's information confidentially and return any and all printed files to the parent/guardian upon the termination of the contract.
- I grant permission for HTA faculty, administration, and staff to communicate directly with the third-party Learning Coach regarding my child's assignments, academic records, testing, workshops, and other related communications.
- If the third-party Learning Coach terminates his/her work with my child, I am responsible for fulfilling the responsibilities of the Learning Coach as defined in the Hawaii Technology Academy School Guidebook.
- The third-party learning coach must be 18 years or older and reside within the state of Hawai'i and on the same island as the student.
- The third-party learning coach is required to attend all orientation, face-to-face, and quarterly meetings.

If and when a new third-party Learning Coach is identified, I am responsible for submitting this agreement anew. HTA bears no responsibility for the hiring/training or actions of the third-party Learning Coach and is not responsible for any student information made available to the third-party Learning Coach or distributed by the third-party Learning Coach.

Parent/Guardian Signature Date

Third-Party Learning Coach Information:

Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Anticipated Number of days per week working with student: _____

First Month Attendance

Pursuant to HTA's Attendance Policy, if a new or returning student misses more than five days of school during the first month of school, which include face-to-face classes, virtual classes, independent days, and orientation, 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 from HTA. The truant family is responsible for completing withdrawal paperwork and identifying the child's new school or homeschool program.

Grade Level Matriculation Procedure for Students

Students must provide proof of their semester 1 and year-end report cards. Students entering grades 9-12 must also provide a transcript. All documents must be received by **July 26, 2024**. The report card/transcript must be from a nationally recognized accredited academic program (for the current school year) to receive placement approval into the applied grade level. Applicants who cannot provide a report card or transcript from a nationally accredited academic program will be required to meet with the High School Counselor and/or an Administrator to discuss the applicant's previous education experience and ensure appropriate grade level placement.

High School Course Transfer Credits

Students entering Hawaii Technology Academy in grades 9-12 may request transfer credit for any high school level course completed at an academic institution accredited by one of the nationally recognized accrediting bodies. Incoming students must provide a copy of an official transcript on/before **July 26, 2024**. Incoming students who completed high school level courses in middle school must provide a copy of an official transcript or final report card indicating course ACCN and credit(s) earned.

Beginning with the Class of 2022 (grade 9) in SY 2018-19, students who successfully complete courses in grades 6-8 that meet high school graduation requirements shall earn credit for meeting graduation requirements. The course grade shall not be calculated in the high school GPA. High school GPA will only be based on courses taken in grades 9-12.

Currently, enrolled HTA students who wish to transfer credits from courses taken during the summer at another accredited institution must provide a copy of an official transcript once the credit is earned (please see Dual Enrollment Policy). Credit will be added to a student's HTA transcript within 30 days of receipt of the official transcript from a

secondary institution. Completion of outside credits does not exempt students from HTA graduation requirements.

HTA will follow the most current Hawai'i Department of Education policies relating to approved High School subject matter and content areas. HTA reserves the right to deny credit if enough evidence is not provided.

Promotion and Retention Enrollment Policies

Promotion Policy

Each student must earn a minimum number of credits to be promoted from one grade level to the next.

- From grade 9 to 10 - minimum of 5 credits and completion of 1 year of high school
- From grade 10 to 11 - minimum of 11 credits and completion of 2 years of high school
- From grade 11 to 12 - minimum of 17 credits and completion of 3 years of high school

Promotions for grades 9-11 will occur at the end of Semester 2.

Request For Retention Policy - New Incoming Students

Parent(s)/Legal Guardian(s) who request to have their incoming student retained for the upcoming school year must have a recommendation letter from the Principal/Administrator or Counselor from their child's previous school. This recommendation letter must state why they feel it is in the child's best interest to be retained. Parents/Legal Guardian(s) wishing to retain their child must notify their Enrollment Assistant to schedule a meeting with an HTA Director and/or Counselor. At the time of the meeting, the recommendation letter will be reviewed, and appropriate grade-level placement will be determined. This meeting must be completed before completing the enrollment process. If you did not notify HTA before completing the enrollment process, your child's spot may be revoked, and your request will be considered based on space availability. The final decision is at the discretion of HTA's School Administration.

Request For Acceleration Policy - New Incoming Students (Grades K-5 only)

A request for acceleration for incoming students will not be considered or allowed during admission or enrollment. A request for acceleration may be considered once the student has been enrolled at HTA for at least one semester. Parents/Legal guardian(s) wishing to accelerate their student must request a meeting with their Campus Director and Counselor. The final decision is at the discretion of HTA's School Administration.

Concurrent Enrollment Policy

HTA Students may not enroll in more than one school, including public, private, and virtual schools, during the regular school year, except for the following state-approved program:

Hawai'i Online Courses: A Hawai'i DOE online supplemental program available to students in both DOE public and state charter schools. HTA students must contact their counselor to register for these courses. Hawai'i Online Courses are available to HTA students free of charge when a course is not offered by HTA and is available through Hawai'i Online Courses, or there is a course conflict in a graduating student's schedule. Hawai'i Online Courses are not available to students enrolled in middle school (Grades 6-8).

Running Start is a program that allows eligible high school students to take a college course at a participating University of Hawaii system campus as part of their high school coursework with other college students. Only one college course will be allowed the first semester that students enroll in Running Start. After successful completion of the first course, students may elect to take additional courses with counselor approval. Please see Academic Policies for details.

Early College courses are offered in partnership with a local community college on the HTA campus. All courses are taught by a college professor, and students must complete applications, placement testing, and health clearance requirements by specific due dates each semester as directed by the college and HTA to participate. Participation is not guaranteed, and upperclassmen are given preference when registering for courses. A waitlist is generated when there are more qualified candidates than spaces. Please see Academic Policies for details.

Registration Requirements for **Returning Families**

Returning Student Registration

Returning HTA students and siblings of returning students looking to re-enroll at HTA are given priority placement during the annual returning student registration process. Failure to re-enroll by the registration deadline will result in the student losing priority enrollment as a returning student, and he/she will be treated as a "new" student, placing them in the lottery, which is subject to a waitlist.

New Sibling Applications

In addition to submitting an application by the re-enrollment deadline, parents/legal guardians enrolling a new sibling are **highly encouraged** to attend an information session

if the sibling(s) of their current HTA student is enrolling in a division (elementary, middle, or high school) or program (i.e. blended, distance, pbHTA) that is different from the division or program of their current HTA student. Failure to submit an application for admission by the lottery deadline will result in the student losing sibling priority.

Distance Learning Program

Students enrolled in the Statewide Distance Learning Program must submit a new proof of residency during the Returning Student Registration process. Proof of residency must be attached to the Hawai'i residence and dated within the last 60 days. For acceptable proof of residency, please view the full list of [required documents here](#).