

# Enrollment Process and Lottery Procedures

**Lottery Date: Friday, April 2, 2021**

## ***Enrollment Process:***

As a public charter school, Hakipu‘u Academy will comply with HRS § 302B-5 and be free and open to all students. Potential students will be considered for admission without regard to race, ethnicity, creed, national origin, gender, disability or achievement level; however, the school does require an application, which families may obtain from the school office. The enrollment process is scheduled to include a timeline that appropriately allows the school to recruit in a diverse and inclusive manner, and for families to navigate the application process comfortably. The school will accept applications during a specific timeframe, typically January to April (phase I). Once a family submits an application, it will receive a letter confirming their application has been received, along with a timeline of milestones along the enrollment process – including the lottery if necessary. Currently enrolled Hakipu‘u Academy students are assured admission the following year and do not need to re-enroll. The school does ask that those current families confirm that they will be returning by spring break (March) so the school can recruit and plan accordingly.

## ***Phase I of the Enrollment Process:***

January to April. If there are more applicants than spots available, a lottery will be held (see Student Lottery below). If there are more spots than applicants, all current applicants will be admitted, and the enrollment process will enter phase II.

## ***Phase II of the Enrollment Process:***

Following spring break students will be enrolled as they submit applications based on available space. In the event that the school is at capacity, a first-come-first-serve wait list will be created. As space becomes available families will be called in the order their applications were received.

## **Student Lottery**

If the school receives more applications than seats available, a lottery will be held. Applicants who are siblings of current enrolled families or children of current school staff will be exempt from the lottery process (20 U.S.C. 7221b(b)(3)(I) and 7221i(1)(E), (G), and (H)). The lottery date will vary each year on the first Friday in April. Families will be notified of the lottery date.

Acceptance letters will be mailed the day after the lottery event. Students who are offered enrollment at Hakipu'u Academy must accept or decline by the deadline stated in the acceptance letter. Students who were not selected in the lottery will be placed on a grade-specific waitlist in the order selected in the lottery.

### **Post-Acceptance Process**

Once a student has been admitted to Hakipu'u Academy, students participate in all on-boarding procedures. Participation is strongly encouraged as the school views this process as important and will make great effort to encourage full participation by all. The intake process may include, but is not limited to:

- Students/Family participate in a tour of the school
- Students, along with their families, attend the open house given prior to the first day of school.
- Request the school receive a copy of the student's most recent records/transcript
- Submit all evaluations
- Submit any other educational testing and information.

In order for a student to attend Hakipu'u Academy, the family must complete the entire enrolment packet and provide all required documentation.

Hakipu'u Academy has decided on the application and on-boarding process because as a "school of choice," we believe it is important for students and families to understand the school's culture, expectations, and programs in order to make the most informed decision about whether or not it is a good fit for them. We believe these processes facilitate that kind of insight and reflection. Also, the application and visits allow the school to get to know the students, their interests, affinities, and needs – along with any pertinent family information that will be useful to best serve the student. Aligning with the school's commitment to family engagement and support, it is important to start establishing a strong, open relationship as early as possible.