

APPLICATION PROCESS CHECKLIST

This checklist is provided for your personal use. Do not submit this page to HPA.

KEEP THIS FOR
YOUR RECORDS

DO NOT SUBMIT
TO HPA



Office of Admission
65-1692 Kohala Mountain Road
Kamuela, Hawai'i 96743-8476
Telephone: 808-881-4321 ▪ Fax: 808-881-4003
E-mail: admissions@hpa.edu ▪ Web: www.hpa.edu

Applicant's name: _____ Applying for grade: _____

Item/Description	Kindergarten to Grade 5 Applicants	Grades 6-12 and Postgraduate Applicants	International Applicants
APPLICATION FORM & FEE			
<ul style="list-style-type: none"> Application: Apply online at www.hpa.edu/apply or submit a paper application. Application fee: The application fee of \$25 is waived if application is received by February 1. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Applicant Essays 	—	<input type="checkbox"/>	<input type="checkbox"/>
SCHOOL RECORDS			
<ul style="list-style-type: none"> School Records Release Form 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECOMMENDATION FORMS			
<i>Recommendations also may be completed online at: www.hpa.edu/recommendation</i>			
<ul style="list-style-type: none"> Teacher Recommendation for Kindergarten to Grade 5 	<input type="checkbox"/>	—	—
<ul style="list-style-type: none"> English Teacher Recommendation 	—	<input type="checkbox"/>	—
<ul style="list-style-type: none"> English Teacher Recommendation for International Students <i>(if the applicant's first language is not English)</i> 	—	—	<input type="checkbox"/>
<ul style="list-style-type: none"> Math Teacher Recommendation 	—	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Character Reference <i>(optional)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT			
<ul style="list-style-type: none"> On-campus assessment by HPA 	<input type="checkbox"/>	—	—
TESTING			
<ul style="list-style-type: none"> Standardized Testing 	—	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> English Proficiency Testing Results (SLEP or TOEFL) 	—	—	<input type="checkbox"/>
PERSONAL INTERVIEW			
<ul style="list-style-type: none"> Personal Interview and campus visit 	—	<input type="checkbox"/>	<input type="checkbox"/>
OTHER ITEMS			
<ul style="list-style-type: none"> Copy of birth certificate 	<input type="checkbox"/>	—	—
<ul style="list-style-type: none"> Photocopy of passport (applicant's photo must be clear) 	—	—	<input type="checkbox"/>
<ul style="list-style-type: none"> Applicant's Photograph <i>(optional)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Families are encouraged to keep copies of all application materials for their records.
See reverse side for an explanation of each item.

APPLICATION PROCESS CHECKLIST (continued)

APPLICATION FORM & FEE

Submit the paper application (fee \$25) or apply online (fee \$25) at <http://www.hpa.edu/apply>.

- **Applicant Essays:** Be sure to complete the Applicant Essays section explained on page 6 of the application or submit the Applicant Essays online at <http://www.hpa.edu/essay>. The application is incomplete without the Applicant Essays.
- **Priority Deadline:** February 1. The \$25 application fee will be waived if application is received by February 1. Admission decisions for applications received by February 1 will be given on March 10.
- **Rolling Admissions:** Applications are accepted after the priority deadline throughout the spring and summer. Applications received after February 1 must include the \$25 application fee and will be considered on a space available basis.

SCHOOL RECORDS RELEASE FORM

Please sign and give this form to the appropriate school official. The school official must send the records directly to HPA. A final official transcript will be required prior to attendance at HPA.

RECOMMENDATION FORMS

Recommendations may be completed online (<http://www.hpa.edu/recommendation>) or using paper forms. Ask the applicant's current teacher to complete the required recommendation forms. If using the paper form, give the form to the applicant's current teacher along with an envelope addressed to HPA. The teacher must send the completed paper form directly to HPA.

- **Teacher Recommendation for Kindergarten to Grade 5** – If the kindergarten applicant is not in preschool, please have a non-relative adult complete the recommendation.
- **English Teacher Recommendation**
-OR-
English Teacher Recommendation for International Students – *This form is for international students whose first language IS NOT English.* This form is in place of the regular English Teacher Recommendation.
- **Math Teacher Recommendation**
- **Character Reference (optional)** – An additional character reference by a non-relative adult is optional, but encouraged. The reference should include: 1) the name and contact information (telephone and/or e-mail address) of the person writing the reference, 2) an explanation of how the person knows the applicant, 3) the name of the applicant, and 4) the grade the applicant is applying for. The reference may be completed using a letter format (no form is provided) and sent to the HPA Admission Office, OR online at <http://www.hpa.edu/recommend>.

ON-CAMPUS ASSESSMENT/INTERVIEW FOR GRADES K-5

The application, teacher recommendation, and copy of the birth certificate must be submitted prior to the scheduling of the cognitive and social assessments and interview. Upon receipt, an admission counselor will contact you to schedule the on-campus assessments and interview. **NOTE: All applicants for kindergarten must participate in an on-campus social assessment. Kindergarten assessments are held at HPA during the first or second weekend of February.**

STANDARDIZED TESTING

- **Secondary School Admission Test (SSAT)** – Students are required to take the Secondary School Admission Test (SSAT). This test is administered once a month (October-June, excluding May). Please visit www.ssat.org to register for the exam. The Test Center Code for HPA is 3766. We request that you have SSAT send a score report from the past 12 months to HPA. Applicants from countries who are unable to take the SSAT should contact the Admission Office to discuss alternatives. HPA will accept the following test results in lieu of the SSAT: The College Board PSAT or SAT, ACT, PLAN, or EXPLORE, as well as psycho-educational testing, such as a WISC or Woodcock Johnson test administered in the past 18 months.
- **International Student English Proficiency Results** – International applicants (grades 6-12 and PG) whose first language is NOT English must submit Secondary Language English Proficiency (SLEP) or Test of English as a Foreign Language (TOEFL) results from the past six months.

PERSONAL INTERVIEW FOR GRADES 6-12 AND POSTGRADUATE

A personal interview and campus visit are required for applicants for grades 6-12 and PG. If you are unable to visit our campus, you may request a waiver of this requirement. If granted, we will schedule a Skype video conference interview with an admission officer (a computer with speakers, webcam with microphone, and Internet access are required).

OTHER ITEMS

- **Copy of Birth Certificate** – For kindergarten through grade 5 applicants, attach a copy of the applicant's birth certificate. *To ensure appropriate academic and social development, applicants for kindergarten must be five years old by August 1 of the entry year and must not turn seven during the academic year.*
- **Applicant's Photograph (optional)** – Please attach a recent photograph of the applicant to page one of the application form or e-mail a digital photo to admissions@hpa.edu (be sure to include your full name and application grade in your message). Digital photos must be 72 dpi, not larger than 250 pixels wide, and 50K bytes or smaller. Accepted file types are JPEG (.jpg) or GIF (.gif).
- **Additional Information** – The Admission Committee may require additional information of individual applicants (e.g. additional essay, educational testing, second campus visit, etc.) prior to consideration for admission.

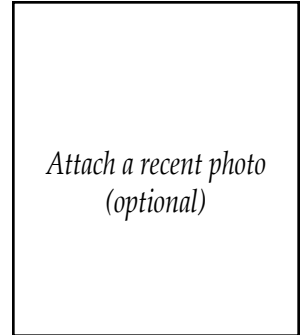
APPLICATION FOR ADMISSION

Non-refundable Application Fee: \$25.
Submit application prior to February 1 and receive an application fee waiver.

Mid-year applicants should contact
the Office of Admission
regarding space availability



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Full name of applicant exactly as it appears on birth certificate or passport: _____
Last (Family) First (Given) Middle

Preferred Name: _____ Current grade (or grade/level last completed): _____

Student's e-mail: _____ Student's cell phone: _____

Date of birth: _____ Age: _____ Gender: Male Female
Month/Day/Year

Place of birth: _____
City State/Province Country

Is the applicant a U.S. citizen? Yes No Does the applicant require an I-20 form to obtain an F-1 Student Visa? Yes No
Does the applicant currently have an I-20 from a U.S. school? Yes No

The applicant holds passports issued by the following countries: _____

Is the applicant's mother a U.S. citizen? Yes No - Mother's citizenship: _____

Is the applicant's father a U.S. citizen? Yes No - Father's citizenship: _____

How did you learn about HPA?

- Live in area/reputation
- Alumni
- Summer School
- Coach
- HPA Web site
- Consultant – which one? _____
- Advertisement – which one? _____
- School Fair – which one? _____
- Other Web site – which one? _____
- Other _____

Applying for (indicate term/year, status, and grade):

Term: Fall of: _____ Year Spring of: _____ Year

Status: Day Student 7-Day Boarding Student 5-Day Boarding Student (Family must reside on the Island of Hawai'i)

Grade: Kindergarten (To ensure appropriate academic and social development, applicants for kindergarten must be five years old by August 1 of the entry year and must not turn seven during the academic year.)

LOWER SCHOOL	MIDDLE SCHOOL	UPPER SCHOOL
Day students only	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 9
<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 10
<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Grade 3		<input type="checkbox"/> Grade 12
<input type="checkbox"/> Grade 4		<input type="checkbox"/> Postgraduate
<input type="checkbox"/> Grade 5		(Year 13)

FINANCIAL AID

Applicant intends to apply for financial aid. For more information on the application process, please visit: www.hpa.edu/admissions/financial-aid.

FOR GRADES 9-12 AND POSTGRADUATE STUDENTS

HPA competes athletically against public schools in the Big Island Interscholastic Federation (BIIF) and the Hawai'i High School Athletic Association (HHSAA). These sports have eligibility requirements for students. Please provide the month and year the applicant first started ninth grade (mm/yyyy):.....

Applicant's name: _____

APPLICATION FOR ADMISSION (continued)

HOUSEHOLD 1 (APPLICANT'S PRIMARY HOME ADDRESS)

Primary home residence for the applicant or where mail is received.

NOTE: Admission materials are sent to HOUSEHOLD 1 unless otherwise indicated in Admission Materials & Communication section on page 3.

Address (line 1): _____ Home phone: (_____) (_____) _____
Country Code City Code Phone Number

Address (line 2): _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

PARENTS/GUARDIANS OF HOUSEHOLD 1

Please provide the following information about the parents/guardians who reside at this address with the applicant.

ADULT 1

Relationship to applicant: _____

Prefix: Mr. Mrs. Ms. Dr. Other: _____

Name: _____
Last First M.I.

Primary E-mail: _____

Cell phone: (_____) (_____) _____
Country Code City Code Phone Number

Occupation: _____

Business phone: (_____) (_____) _____
Country Code City Code Phone Number

Business name: _____

Job title: _____

If this person's primary language is NOT English, can he/she: speak understand read write in English? What is his/her primary language? _____

ADULT 2

Relationship to applicant: _____

Prefix: Mr. Mrs. Ms. Dr. Other: _____

Name: _____
Last First M.I.

Primary E-mail: _____

Cell phone: (_____) (_____) _____
Country Code City Code Phone Number

Occupation: _____

Business phone: (_____) (_____) _____
Country Code City Code Phone Number

Business name: _____

Job title: _____

If this person's primary language is NOT English, can he/she: speak understand read write in English? What is his/her primary language? _____

HOUSEHOLD 2

Please provide the following information about parents/guardians who do not reside at the applicant's primary residence. Is this a secondary residence for the applicant? Yes, this is the applicant's secondary residence. No, this is not the applicant's secondary residence.

NOTE: Admission materials are sent to HOUSEHOLD 1 unless otherwise indicated in Admission Materials & Communication section on page 3.

Address (line 1): _____ Home phone: (_____) (_____) _____
Country Code City Code Phone Number

Address (line 2): _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

Do not write below this line

Applicant's name: _____

APPLICATION FOR ADMISSION (continued)

PARENTS/GUARDIANS OF HOUSEHOLD 2

Please provide the following information about the parents/guardians who reside at this address.

ADULT 1

Relationship to applicant: _____

Prefix: Mr. Mrs. Ms. Dr. Other: _____

Primary E-mail: _____

Name: _____
Last First M.I.

Cell phone: (_____) (_____) _____
Country Code City Code Phone Number

If this person's primary language is NOT English, can he/she: speak understand read write in English? What is his/her primary language? _____

ADULT 2

Relationship to applicant: _____

Prefix: Mr. Mrs. Ms. Dr. Other: _____

Primary E-mail: _____

Relationship to adult 1: _____

Name: _____
Last First M.I.

Cell phone: (_____) (_____) _____
Country Code City Code Phone Number

If this person's primary language is NOT English, can he/she: speak understand read write in English? What is his/her primary language? _____

CUSTODIAL INFORMATION

Parents are separated or divorced. If divorced, who has legal custody of the applicant? (Attach supporting legal custodial documentation.) _____

Please explain custodial living arrangements (e.g., Applicant resides at "Household 2" every other weekend.): _____

EDUCATIONAL CONSULTANT

Applicant is using an educational consultant (provide contact information): _____

NOTE: Admission materials are sent to HOUSEHOLD 1 unless otherwise indicated in Admission Materials & Communication section below.

ADMISSION MATERIALS & COMMUNICATION

Admission materials are sent to HOUSEHOLD 1 unless otherwise indicated here:

Please send admission materials to (check all that apply):

Household 1 Household 2 Educational Consultant – Please provide written authorization from family to send materials to consultant.

Other – provide contact information: _____

RACE/ETHNICITY OF APPLICANT (OPTIONAL)

This information is used for reporting purposes only:

- African American, African, Black
- Native American, Alaska Native (tribal affiliation _____)
- Asian American (countries _____)
- Asian, incl. Indian Subcontinent (countries _____)
- Native Hawaiian, Pacific Islander
- Hispanic, Latino (countries _____)
- Mexican American, Chicano
- Puerto Rican
- White or Caucasian
- Multi-Racial _____

SIBLINGS

<i>First and Last Names</i>	<i>Gender</i>	<i>Age</i>	<i>First and Last Names</i>	<i>Gender</i>	<i>Age</i>
_____			_____		
_____			_____		

Do not write below this line

Applicant's name: _____

APPLICATION FOR ADMISSION (continued)

HPA RELATIVES

Please list the applicant's relatives who currently attend, have attended, or graduated from HPA.

First and Last Names	Dates Attended	Relationship to applicant	First and Last Names	Dates Attended	Relationship to applicant
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EDUCATIONAL HISTORY

Please list all the schools the applicant has attended.

School	Location	Dates Attended (MM/YYYY)	Grade Levels/Forms (i.e., K-12)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has the applicant ever:

- Been promoted/skipped to a higher grade level? If yes, indicate grade below. No Yes
 - Repeated a grade? If yes, indicate grade below. No Yes
 - Participated in an accelerated program (e.g., gifted/talented program)? If yes, describe below. No Yes
 - Been diagnosed with a learning difference (e.g., ADD/ADHD, mild dyslexia)? If yes, describe below. No Yes
 - Received any classroom accommodations (e.g., extended testing time)? If yes, describe below. No Yes
 - Been given an Individual Education Program (IEP)? If yes, attach a copy of the IEP. No Yes
 - Had psycho-educational testing (e.g., WISC, Woodcock Johnson, etc.) If yes, attach a complete copy of the test results. No Yes
- IMPORTANT: Please authorize examiner to communicate directly with HPA regarding the applicant's testing.*

Explain all yes answers here and include any supporting documentation. Attach a separate sheet if needed. _____

Has the applicant ever been subject to serious discipline, placed on academic or social probation, been expelled, suspended for a week or more, required to withdraw from any school, or asked not to re-enroll at a previous school? No Yes - Please explain:

PERSONAL HISTORY

Is the applicant currently receiving or ever had any counseling? No Yes - On a separate sheet of paper, please provide contact information for the therapist/counselor and provide details of the length, frequency, and reasons for the counseling.

Has the applicant ever been involved in any legal action including adjudication, probation or pending legal charges? No Yes - Attach any supporting legal documentation and explain details on a separate sheet of paper.

Do not write below this line

APPLICATION FOR ADMISSION (continued)

PERSONAL CHALLENGES

Understanding each student as an individual is perhaps the most important commitment we make. Your perspective and input are invaluable as we strive to honor that commitment. It would help us to know of any personal/ social challenges (e.g., divorce, family death, behavioral issues) that might have affected the applicant.

APPLICANT ESSAYS

For grades 6-8: Please choose ONE of the following topics, and without outside assistance write a 150-250 word essay.

1. If you could travel anywhere in the world, where would you go and why?
2. What is your favorite book, why it is your favorite, and how has it made an impact on your life?
3. Describe a person you admire or who has influenced you a great deal.

For grades 9-12 and Postgraduate. Without outside assistance, write a response for BOTH topics below. Responses should be 150-350 words EACH.

1. Describe an ethical dilemma you experienced, a risk you have taken, or an important event, and explain how it has impacted your life or way of thinking.
2. The HPA community is described as an 'ohana (Hawaiian for family) where students benefit from, and contribute to, the success of the school. What opportunities at HPA will help you to accomplish your goals, and in what ways will you be able to support others in achieving their goals?

Submit Applicant Essays:

- By mail: HPA Office of Admission, 65-1692 Kohala Mountain Road, Kamuela, Hawai'i 96743
- By fax: 808-881-4003
- By e-mail: admissions@hpa.edu (Please indicate the applicant's name and application grade in the e-mail subject line.)
- Online at: <http://www.hpa.edu/essay>

CERTIFICATION

By signing this application form, you are agreeing to the following statements:

- I understand that if accepted, final enrollment of the applicant is based on successful completion of the current academic year and submitting final official transcripts.
- I understand that HPA reserves the right to withdraw acceptance if end of year academic performance does not meet the school's standards.
- I affirm that we have fully disclosed all pertinent information concerning the applicant. I understand that HPA reserves the right to withdraw acceptance if any significant information has been withheld during the admission process that would affect the admission decision.
- I affirm that the information contained in this application and all supporting documentation is true and accurate to the best of our knowledge.
- I understand that by forwarding the online recommendation form link to the applicant's teacher or school representative, I automatically am giving my permission to release information about the applicant for the purpose of applying for admission to Hawai'i Preparatory Academy. I understand that all information included in these recommendations is confidential and that this information will not be shared with me or released to any other school or agent.

Applicant Signature (REQUIRED)

Date

Parent or Guardian Signature (REQUIRED)

Date

A non-refundable application fee of \$25 (REQUIRED) is enclosed if application is received after February 1.

Do not write below this line

TEACHER RECOMMENDATION for Kindergarten to Grade 5

This recommendation may be completed online (<http://www.hpa.edu/recommend>).

**TO BE COMPLETED
AND MAILED BY
THE TEACHER**



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TO PARENT OR GUARDIAN:

Please complete this section then give this form to the applicant's current lower school teacher along with an envelope addressed to the HPA Office of Admission. The teacher or administrator must send the completed form directly to HPA. If the kindergarten applicant is not in preschool, please have a non-relative adult complete the recommendation.

Applicant's name: _____ Applying for grade: _____

School currently attending: _____

I hereby give permission to release information about the applicant for the purpose of applying for admission to Hawai'i Preparatory Academy. I understand that all information provided as part of this recommendation is confidential and that this information will not be shared with me or released to any other school or agent.

Applicant's signature: _____ Date: _____

Parent or guardian's signature: _____ Date: _____

TO LOWER SCHOOL TEACHER:

We sincerely appreciate your willingness to complete the Teacher Recommendation for this applicant. The parent/guardian is aware that any information you supply will be held in confidence. Please send completed recommendation form to HPA in a sealed envelope. If you have questions, please contact our office.

PART A – If accepted, the information provided in Part A may be shared with the applicant's new teachers.

How long have you known the applicant? _____

What percent of the time does the applicant exhibit the skills/behaviors/attitudes listed below? Please indicate your response with an "X."

	PERCENT	0	25	50	75	100
ACADEMIC SKILLS:						
Appropriately articulates with adequate vocabulary						
Employs reasoning and problem-solving strategies						
Cognizant of academic patterns and connections						
Displays skill in writing mechanics						
Able to write at or above grade level						
Recalls specific story details with understanding and accuracy						
Reads independently at or above grade level						
Recognizes differences in size, shape, and quantity						
Uses learned concepts in a variety of academic tasks						
Demonstrates estimation skills						
Shows numeration and number sense knowledge						
Demonstrates math skills at or above grade level						
Uses small muscle coordination						
SOCIAL AND EMOTIONAL BEHAVIOR:						
Works and plays cooperatively						
Is aware of how his/her behavior affects others						
Solves conflicts appropriately and independently						
Exhibits self-control						
Reacts to setbacks in a constructive manner						
Chooses to do what is right despite peer pressure						
Makes compromises with peers when necessary						

Applicant's name: _____

TEACHER RECOMMENDATION for Kindergarten to Grade 5 (continued)

	PERCENT	0	25	50	75	100
Is willing to wait his/her turn		-----	-----	-----	-----	-----
Relates to adults and peers		-----	-----	-----	-----	-----
Respectful to self, others, and school materials		-----	-----	-----	-----	-----
WORK HABITS AND ATTITUDE:		0	25	50	75	100
Shows initiative		-----	-----	-----	-----	-----
Listens and follows directions		-----	-----	-----	-----	-----
Uses time wisely		-----	-----	-----	-----	-----
Completes assigned tasks in an organized manner		-----	-----	-----	-----	-----
Displays appropriate attention to detail		-----	-----	-----	-----	-----
Exhibits curious enthusiasm for learning		-----	-----	-----	-----	-----
Is cooperative in group settings		-----	-----	-----	-----	-----
Makes responsible choices		-----	-----	-----	-----	-----
Works independently to resolve questions before seeking help		-----	-----	-----	-----	-----
PARENTAL SUPPORT:		0	25	50	75	100
Parents are supportive of teacher and school		-----	-----	-----	-----	-----

PART B – The information provided in Part B is used in the admission process only and, if accepted, will not become part of the applicant's student record.

On a separate sheet, please provide as much detail about the applicant as possible with respect to the following: 1) Academic readiness, 2) Strengths/weaknesses/areas of concern, 3) Social/behavioral commendations or concerns, 4) Level of parental support for the child and/or school policies, and 5) Other relevant information that could be helpful in determining if the applicant is a good fit for HPA.

Printed name of teacher: _____ Title: _____

Name of school: _____

School address: _____

May we contact you for additional information? Yes No The best days/times are: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____

Do not write below this line