

Kapolei Charter School by Goodwill Hawaii

Admission and Enrollment Policy

(SPCSC Approved 2/9/17)

Eligible Students

As a Public Charter School, the Kapolei Charter School by Goodwill Hawaii will comply fully with Hawaii Revised Statute §302D-34.

It is the policy of the Kapolei Charter School by Goodwill Hawaii that **attendance is open to all students residing in the State in grades 9 through 12**. All students will be admitted in compliance with all applicable state and federal requirements and regulations.

Admission Process Overview

1. Applicant & family complete school Application Form
2. Kapolei Charter School will apply Admission Policy to those applied applicants
3. Those applicants selected for admission will be notified; the enrollment process will then commence

Admission Applications

Applications will be made available via:

- School website: The application will be available online as a PDF file. It will need to be printed and filled out completely.
- Paper copies may also be picked up at the school office.

Completed applications will need to be delivered by a pre-determined date to the Kapolei Charter School either electronically, using the online application system, delivery by email to KCSEnrollment@higoodwill.org, in person delivery, or by U.S. Mail at: Kapolei Charter School, 2140 Lauwiliwili Street, Kapolei, HI 96707.

Lottery

If more applications are received than spaces available, all completed applications will be entered into a public lottery system. The lottery will be a random selection process to admit the designated number of students (per school capacity that year).

Each completed application will be assigned a number. The numbers will then be placed into a computer program, from which a random list of numbers will be generated, that matches the number of slots available. Once the available spaces are filled, the remaining applicants will be placed on a wait list. Their position on the wait list will be determined by when their number was drawn in the lottery.

The Lottery will take place at the Kapolei Charter School. Applicants do not need to attend the lottery.

Lottery Exemptions

- Current students of KCS applying for the following school year will be “accepted” as the first group.
- Siblings of Kapolei Charter School students will be “accepted” as the second group.
- Participants of Goodwill Hawaii Youth Programs will be accepted as the third group. Enrollment will not exceed 10% of total student enrollment.

Selection Notification

The Kapolei Charter School staff will inform the students/families whose names were selected in the lottery. Notification will be made by letters. Students who are offered enrollment must accept or decline, and complete the enrollment process per the deadline stated in the notification letter.

The students who were not selected in the lottery will be notified as such via a letter. They will be placed on the wait-list for the upcoming school year. Students who were not accepted will need to re-apply each year.

Wait List Procedures

During the academic year, some students will leave the school (either by graduating or by withdrawing from the school). When this happens, the student’s vacated space in the school is back-filled by students on the wait list.

Students are queued until the next new student orientation takes place. To accelerate their integration into the school, students on the wait list are encouraged to fill out the enrollment packet and locate their transcript prior to being notified of an open space. Students will be selected from the wait list based on their position established by the random lottery.

Enrollment Process Overview

Once the students are accepted into the Kapolei Charter School (KCS), they and their families will be asked to complete the Enrollment/Intake Process. This consists of the following:

1. Completion of Enrollment Forms and submission of all required documents.
2. Guardian’s completion of form authorizing student records be sent to KCS.
3. Attendance at an “Information Session” on-site at KCS.
4. Parent-Teacher Conference. This will allow the parents to get to know their child’s teacher, and to share pertinent information about their child.
5. New Student Orientation. All new students will attend a half-day Orientation, held on-site at KCS prior to school start.
6. Once a family has been notified that their child has been accepted, they have fifteen days from the date of the acceptance letter to make payment for the student supply fee. In the event the family is unable to pay for the student fees due to financial difficulties, it is the responsibility of the family to submit, in writing, a request for extended time to make the payment or for a partial or full payment waiver. Financial assistance may also be available from Goodwill Hawaii.
7. Accepted students must successfully complete the enrollment process within 30 days of acceptance. Students are required to attend the first full week of school unless prior

arrangements have been made. Failure to complete the enrollment process will result in the forfeit of the student's space, and the vacated space will be reassigned to another student.

Reviewed and Approved

By _____
(Signature)

Name: Gregg M. Ushiroda

Title: Deputy Attorney General

Department of the Attorney General, Educational Division

Date _____