

SUMMER APPLICATION PROCESS CHECKLIST

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



Summer Session
65-1692 Kohala Mountain Road
Kamuela, Hawai'i 96743-8476
Telephone: 808-881-4088 ▪ Fax: 808-881-4045
E-mail: summer@hpa.edu ▪ Web: www.hpa.edu

Applicant's name: _____ Applying for grade: _____

Item/Description	Grades 6-12 Applicants	International Applicants
APPLICATION FORM & FEE		
• Complete paper application or apply online at http://www.hpa.edu/summer/applicationinfo	<input type="checkbox"/>	<input type="checkbox"/>
• Application (\$25 fee)	<input type="checkbox"/>	<input type="checkbox"/>
SCHOOL RECORDS		
• Transcript Release Form	<input type="checkbox"/>	<input type="checkbox"/>
RECOMMENDATION FORMS		
<i>Recommendations also may be completed online at: www.hpa.edu/summer/recommendation</i>		
• English Teacher Recommendation for International Students (if the applicant's first language is not English)		<input type="checkbox"/>
• General Recommendation	<input type="checkbox"/>	<input type="checkbox"/>
STANDARDIZED TESTING (if available)		
• English Proficiency Testing Results (SLEP for grades 6-8 or TOEFL for grades 9-12 and PG)		<input type="checkbox"/>
OTHER ITEMS		
• Photocopy of passport (applicant's photo must be clear)		<input type="checkbox"/>
• Applicant's Photograph (<i>optional</i>)	<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.*

SUMMER APPLICATION PROCESS CHECKLIST (continued)

APPLICATION FORM & FEE – Submit the paper application or apply online at <http://www.hpa.edu/summer/applicationinfo>. An application fee of \$25 must be submitted along with the application.

- *Priority Deadline:* April 15.
- *Rolling Admissions:* Applications are encouraged throughout the spring. Applications received after the priority deadline will be considered on a space available basis.

OFFICIAL TRANSCRIPT RELEASE FORM – Please sign and give this form to the appropriate school official. The school official must send the official transcripts directly to HPA.

RECOMMENDATION FORMS

Recommendations may be completed online (www.hpa.edu/summer/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.

- **English Teacher Recommendation for International Students** – *This form is for international students whose first language IS NOT English.*
- **General Recommendation** – Ask the applicant's current teacher/school administrator to complete this recommendation form.

STANDARDIZED TESTING (*if available*)

- **English Proficiency** – To assist with ESL placement, international applicants whose first language is NOT English may submit SLEP (grades 6-8) or TOEFL (grades 9-12 and PG) test results from the past 6 months.

OTHER ITEMS

- **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 and no larger than 122x137 pixels (1.7x1.9 inches/4.3x4.83 cm).

APPLICATION FOR SUMMER ADMISSION

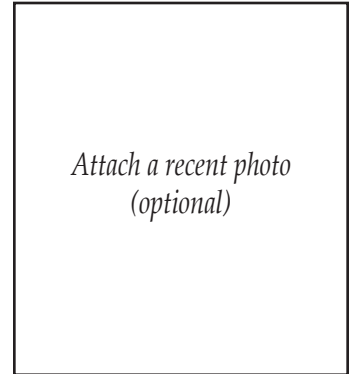
To be completed by parent/guardian. Or apply online at: <http://www.hpa.edu/summer/applicationinfo>

SUMMER 2016

Non-refundable Application Fee: \$25 (paper or online application)



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

Nickname (optional): _____ 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 a student visa? Yes No
 Does the applicant currently have an I-20 from a U.S. school? Yes No

Is the applicant's mother a U.S. citizen? Yes No Is the applicant's father a U.S. citizen? Yes No

The applicant holds passports issued by the following countries: _____

How did you learn about HPA?
 Live in area/reputation Consultant Advertisement – which one? _____
 Alumni Coach School fair – which one? _____
 HPA Web site Other Web site – which one? _____
 Other _____

Applying for (check one box):

- | | | | |
|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| DAY PROGRAM | | BOARDING PROGRAM | |
| <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 9 | <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 9 |
| <input type="checkbox"/> Grade 7 | <input type="checkbox"/> Grade 10 | <input type="checkbox"/> Grade 7 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 8 | <input type="checkbox"/> Grade 11 | <input type="checkbox"/> Grade 8 | <input type="checkbox"/> Grade 11 |
| | <input type="checkbox"/> Grade 12 | | <input type="checkbox"/> Grade 12 |

HOUSEHOLD 1 (Applicant's Primary Home Address)

Primary home residence for the applicant or where mail is received.
 NOTE: Admission material is sent to HOUSEHOLD 1 unless otherwise indicated in Custodial Information section.

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

Address (line 2): _____ Home fax: (_____) (_____) _____
Country Code City Code Phone Number

City: _____
 State/Province: _____
 Country: _____
 Zip/Postal Code: _____

Applicant's name: _____

APPLICATION FOR SUMMER ADMISSION (continued)

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: _____

Primary E-mail: _____

Occupation: _____

Business name: _____

Name: _____
Last First M.I.

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

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

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: _____

Primary E-mail: _____

Occupation: _____

Business name: _____

Name: _____
Last First M.I.

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

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

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? _____

CUSTODIAL INFORMATION

Where should admission materials be sent? Household 1 Household 2 Households 1 & 2 Other: _____

If parents are separated or 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.): _____

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 material is sent to HOUSEHOLD 1 unless otherwise indicated in Custodial Information section.

Address (line 1): _____

Address (line 2): _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

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

Home fax: (_____) (_____) _____
Country Code City Code Phone Number

Do not write below this line

Applicant's name: _____

APPLICATION FOR SUMMER ADMISSION (continued)

PERSONAL HISTORY

Is the applicant currently receiving or ever had any counseling? No Yes - Please give 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.

MEDICATIONS/ALLERGIES

Please list any medications the applicant is taking. Also include the purpose of the medication, how long the applicant has been on the medication, the dosage, and any medication changes within the past year. _____

Please list all allergies (including food allergies) and medical conditions (such as diabetes, severe asthma, epilepsy, etc.). _____

PASSIONS/INTERESTS

What are the applicant's passions or interests in performing arts, visual arts, sports, or other interests/hobbies? _____

PARENT/GUARDIAN COMMENTS

Please comment on how we may help to build a successful experience for your child and the school. Provide significant details of the applicant's educational career including any recognition, awards, or setbacks in previous academic experiences. Include any past academic or learning programs you feel would be beneficial for us to know. Attach a separate sheet if needed.

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. Attach a separate sheet if needed.

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.

Do not write below this line

ENGLISH TEACHER RECOMMENDATION for INTERNATIONAL STUDENTS

This recommendation may be completed online (www.hpa.edu/summer/recommendation).

TO BE COMPLETED
AND MAILED BY
THE ENGLISH TEACHER



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For applicants whose first language is NOT English.

Hawai'i Preparatory Academy is a K-12 & PG coeducational boarding and day school located on Hawai'i Island. The basic requirement for admission to HPA is evidence of academic achievement, peer compatibility, independence, maturity, and motivation. We value our multicultural student body and seek to bring together a community of learners from all parts of the world.

TO INTERNATIONAL STUDENT:

Please complete this section then give this form to your current English teacher along with an envelope addressed to the HPA Summer Session Office. The English teacher must send the completed form directly to HPA.

Applicant's name: _____ Applying for grade: _____

School currently attending: _____

Applicant's signature: _____ Date: _____

TO PARENT OR GUARDIAN:

Please read this statement and sign below:

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.

Parent or guardian's signature: _____ Date: _____

TO ENGLISH TEACHER:

The above-named student has chosen you to submit a recommendation as part of his/her application to Hawai'i Preparatory Academy. If English is the applicant's first language, please complete the regular English Teacher Recommendation. Please send completed recommendation form to HPA in a sealed envelope. If you have questions, please contact our office.

How long have you known the applicant? _____

GENERAL INFORMATION

How often does class meet each week? _____ How long is each class? _____

How much class time is spent:

Speaking English _____% Reading English _____% Writing English _____% Listening to English being spoken _____%

SPEAKING AND UNDERSTANDING CONVERSATION

After engaging applicant in at least five minutes of active English conversation, trying to push the student to the highest level of English possible; check the appropriate description of the student's ability to speak and understand English.

Please check the most appropriate level (check only one):

Student can understand little or no conversation and is unable to respond to even basic questions.

Student has an understanding of simple English sentences and is able to respond, even if only in words or phrases. Grammar and sentence construction is poor, but is fairly understandable.

Applicant's name: _____

ENGLISH TEACHER RECOMMENDATION for INTERNATIONAL STUDENTS (continued)

- Student can understand much more than he/she can communicate (understands complex sentences, but usually responds in simple sentences), but is understandable for the majority of the conversation. Generally sticks to basic answers. Some errors with more complex sentence structure, but understandable.
- Student can understand most of the conversation. Student can go beyond basic answers and elaborate his/her thoughts. He/she has a strong vocabulary base and can use this to explain what he/she is trying to communicate. Very few errors in sentence structure. Easily understandable.
- Student possesses near fluency. Few or no errors in sentence structure. Can respond to difficult questions, demonstrating knowledge of abstract terms and idiomatic expressions. Has no difficulty communicating in English.

Comments: _____

WRITING

When asked to write a short essay (15-20 sentences in length) stating an opinion or describing an experience about his/her school, town, country, sports, interests, etc., he/she (you may also use a past homework assignment of similar length to answer this question):

- Writes only words or phrases and some basic sentences. Meaning is unclear.
- Writes incomplete, short, or basic sentences using limited vocabulary. Meaning is somewhat unclear.
- Writes only simple sentences using basic vocabulary. Frequent grammatical errors and very irregular sentence structure, but meaning is clear.
- Writes simple and complex sentences. Evidence of strong vocabulary. Some grammatical errors and awkward sentence structure but meaning is clear. Attempts to organize writing in paragraph form.
- Writes with near fluency using a variety of sentence structures and vocabulary. Few or no grammatical errors and good use of English sentence structure. Writing is organized into paragraph form.

How many hours of writing homework is the applicant assigned each week? _____

Comments: _____

READING COMPREHENSION – Please comment on the student's reading comprehension. If necessary, have the student read an article from an English newspaper, magazine, or a homework reading assignment.

Based on your evaluation of the applicant's reading comprehension, the applicant:

- Understands none of the passage and is not able to read any of the sentences.
- Understands only the simplest words and can explain little or none of the passage's meaning. Understands 1-4 out of every 10 words.
- Understands the key vocabulary and can explain the basic idea of the passage. Understands 4-6 out of every 10 words.
- Understands the general meaning of the passage. Can answer information questions. Understands 7-8 out of every 10 words.

Do not write below this line

Applicant's name: _____

ENGLISH TEACHER RECOMMENDATION for INTERNATIONAL STUDENTS (continued)

Understands and explains the meaning of the passage completely. Can answer inference and analytical questions. Understands at least 9 out of every 10 words.

What texts or novels are read in English for this class? _____

How many hours of reading homework is the applicant assigned each week? _____

Comments: _____

Overall, do you recommend the applicant to Hawai'i Preparatory Academy?

Enthusiastically Confidently With Reservations Not recommended

Printed name of teacher: _____ Title: _____

Name of school: _____

School address: _____

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

Phone: _____ E-mail: _____

Signature: _____ Date: _____

Do not write below this line

TEACHER RECOMMENDATION

This recommendation may be completed online (www.hpa.edu/summer/recommendation).

TO BE COMPLETED
AND MAILED BY
A TEACHER
OR ADMINISTRATOR



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TO PARENT OR GUARDIAN:

Please complete this section then give this form to the applicant's current teacher or administrator along with an envelope addressed to the HPA Summer Session Office. The teacher or administrator must send the completed form directly to HPA.

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 TEACHER OR ADMINISTRATOR:

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? _____ In what capacity? _____

	PERCENT	0	25	50	75	100
ACADEMIC SKILLS:						
Organizational skills/time management						
Willingness to take risks						
Willingness to participate in class						
Reads independently at or above grade level						
WORK HABITS AND ATTITUDE:						
Listens and follows directions						
Makes responsible choices						
Receptivity to others' ideas						
Reacts to setbacks in a constructive manner						

Overall, do you recommend the applicant to Hawai'i Preparatory Academy?

- Enthusiastically Confidently With Reservations Not recommended

Applicant's name: _____

TEACHER RECOMMENDATION (continued)

Printed name of teacher: _____ Title: _____

Name of school: _____

School address: _____

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

Phone: _____ E-mail: _____

Signature: _____ Date: _____

Do not write below this line

OFFICIAL TRANSCRIPT RELEASE FORM

TO BE COMPLETED
AND MAILED BY
THE ADMINISTRATOR
OR REGISTRAR



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TO PARENT OR GUARDIAN:

Please complete this section then give this form to the appropriate school official at the applicant's current school along with an envelope addressed to the HPA Summer Session Office. The school official must send the official transcript directly to HPA.

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 Official Transcript 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 ADMINISTRATOR OR REGISTRAR:

Please attach an official transcript that includes all credit awarded, standardized test results, and appropriate guidance evaluations.

We greatly appreciate your immediate attention to this request. Please send official transcript to HPA in a sealed envelope.

Note: After the school year is complete, we might contact you again for a complete official transcript.