



HPA REGISTRAR
registrar@hpa.edu



COURSE REGISTRATION

A look at the big picture of our academic program

Aloha, and welcome to the 2026–2027 academic year!

As the school Registrar, I have the opportunity to support both the broader academic program and individual student planning. My role is to assist you with course selection, help you understand graduation requirements, review any credits earned at other institutions, and answer general questions about academics at HPA.

Register for Classes

Before registering, you must submit all required academic documents from your previous school—including official transcripts and teacher recommendations—to both the Admissions Office and the Registrar. In addition, please email a copy of your official final transcript (*translated into English if necessary*) to registrar@hpa.edu. **Please note that we must have your final transcript on file in order to complete your registration.**

Registration for new students will begin on Thursday, June 18.

- **For incoming sophomores (grade 10), juniors (grade 11), and seniors (grade 12):** Please schedule a Zoom meeting for course enrollment using this [link](#). Prior to our meeting, I will review your academic file and then work with you to build a schedule that aligns with your academic goals and fulfills HPA graduation requirements. If you are unable to find a suitable appointment time, please email me so we can arrange an alternative.

To prepare for our meeting, please take a moment to review the [2026-2027 Upper School Course Catalog](#) so you are informed about our course offerings.

We **must** have your final transcript in order to register you for classes.

- **For incoming freshmen (grade 9):** The ninth-grade schedule is predetermined, and students do not select electives. Instead, please complete the following [Google Form](#) to indicate your course preferences. ***Students interested in enrolling in Honors-level courses must provide a teacher recommendation.*** Please have your previous instructor email their recommendation to registrar@hpa.edu. Students who request Honors courses without submitting a recommendation will be placed in the standard-level course.

Placement Tests

Any placement test(s) must be taken with adult supervision. It is extremely important that you not use any notes or textbooks, and these conditions must be honored to ensure that you are accurately placed.

Math Placement

All students new to HPA may be required to take a Math placement test, unless they received a specific recommendation from their previous math teacher. If

necessary, prior to our Zoom meeting, you will receive a math assessment via email. Please complete and return at your earliest convenience. This must be finished **before** our scheduled meeting. Assessments must be taken **without** the use of any aids, including calculators, notes, textbooks, or computers.

Once your assessment has been graded, the Math Department Chair will recommend placement accordingly.

ELL Placement Test

All international students take an English Language Reading, Writing, Listening, and Speaking placement test. This test is completed in coordination with our Student Life Center with an ELL teacher once the student arrives on campus. I will initially place you in the anticipated ELL courses as outlined by the ELL Department, and will make schedule changes based on the outcome of the placement exam.

World Languages Placement Test

If you selected a World Language course at Level 2 or higher, you are required to complete a placement test. I will enroll you in the World Languages Summer Placement course in myHPA, where you will be able to access it. Once you have been enrolled, I will provide detailed instructions on how to navigate to the assessment. After the instructor shares their placement recommendation—typically in early August—I will update your schedule with the appropriate World Language course level.

Academic Schedules

Individual class schedules will be released in July. Once schedules are issued, any changes must be requested in person. Time will be set aside during Upper School Opening Days (orientation) for students to meet with the registrar and discuss any necessary course adjustments. Please keep in mind that requests are limited to course changes; adjustments to class periods or teacher assignments will not be accommodated.

The first two weeks of classes will serve as the Add/Drop period, providing students with an opportunity to move to a more appropriate course level if needed. For example, if a student enrolled in Algebra II finds the course is not sufficiently challenging, they may be able to move into Algebra II Trigonometry Honors. Requests to change sections based on teacher preference or to be placed with friends will not be approved.

Textbook Purchases

Once you have been enrolled in your courses, the HPA Bookstore will place your order through Ka Makani Textbooks, **our new partnership with eCampus All-Access, which will provide our students with all the course materials they will need for one flat fee.**

What this means for you

Families do nothing. No hunting and gathering. No confusion. No penalty for late orders. No extra shipping costs. Students register for courses as usual, and HPA will provide the course list for each student to eCampus. Physical textbooks will be distributed to students at the start of the school year, based on the courses they registered for. However, it's important to note that most courses do not require physical textbooks. The majority of materials will be available in digital format and can be downloaded to students' devices. Any course changes during the add/drop period resulting in new course materials will be shipped directly to the school at no extra charge.

Cost

We are pleased to announce an **all-inclusive flat rate of \$225 for Upper School course materials.** With shipping rates skyrocketing, we are excited about this cost-effective, flat-fee, hassle-free solution for our families.

The **Ka Makani Textbooks fee is paid by each family to HPA through Tuition Management in June**, along with all other incidental fees due at that same time.

Summer Reading Assignments

Each year, our Upper School students are [assigned reading](#) they must complete over the summer before the start of the following school year. You may purchase your required reading materials wherever is most convenient for you.

Mahalo

As an additional reminder, please be sure to send your final academic transcript (translated into English if necessary) from your current school to admissions@hpa.edu **AND** registrar@hpa.edu. Without this document, we cannot

make accurate scheduling recommendations and, therefore, will not register you until it has been received.

If you have any questions, please do not hesitate to email registrar@hpa.edu.

Sincerely,

Monica Hattoon-Green
HPA Registrar

Additional Information

- [HPA Key Dates, 2026-2027](#)
- [Upper School Summer 2026 Reading & Assignments](#)
- [Upper School Supply List, 2026-2027](#)
- [Upper School Academic Schedule, 2026-2027](#)
- [Course Catalog](#)