

## Programs of Choice Frequently Asked Questions

### **What is the timeline for applying to a Program of Choice?**

Applications for all Programs of Choice are accepted from January 18, 2018 at 8:00 am until February 8, 2018 at 5:00pm. The application process closes on Feb. 8, 2018 at 5:00 pm. (This does NOT pertain to Collegiate High School nor the Controlled Open Enrollment process.)

### **How do I apply for a Program of Choice?**

Students apply online through the student's HAC- Home Access Account, NOT the parent's account.

Home school, private school and virtual school students without HAC access may apply with a paper application. These students must pre-register and obtain the paper application at their currently zoned school. The school will submit the application to the CTE department.

### **How will I know if my application has been received?**

Verification emails for completed applications are sent before close of the following work day. If you do not receive a verification email, please wait one day before calling the Career and Technical Education (CTE) office at 904-547-4870. Within your email notification, you will be informed if your application was completed correctly or if there are errors that need correction.

### **What do I do if I have forgotten my HAC username and password?**

Students may obtain their HAC account information from their teachers or the computer operator at their school.

### **How many programs may I request?**

Students may apply for up to three Programs of Choice.

### **What are my chances of being accepted into a Program of Choice?**

There are a limited number of seats in all Programs of Choice. Due to the popularity of the programs, not all applicants are able to be accepted, especially within the Career Academies.

An electronic lottery system is used to determine which students get accepted when there are more applicants than openings in a program.

**Completing an application does NOT guarantee placement into any Program of Choice.**

**Does turning in my application on January 18<sup>th</sup> increase my chances for acceptance over students who apply on Feb.8<sup>th</sup>?**

No. Students can apply anytime during the application timeframe. An electronic lottery system is used to determine which students get accepted when there are more applicants than openings in a program.

For this reason, eligible students may wish to apply for more than one Program of Choice.

**Do active military families receive priority?**

YES. Per Florida State Statute 1003.05, "Dependent children of active duty military personnel...shall be given first preference for admission..."

To receive this benefit, it must be documented in the student information system. If it currently is not listed, active military parent(s) must present their military card(s) to the school Computer Operator to be listed as active military within the student information system prior to Feb. 8 at 5:00 pm.

**If my sibling already attends a program at a non-zoned high school, can I attend that same school?**

Everyone who is interested in a certain Program of Choice must apply and follow the same process. Siblings do not receive preferential placements.

**What if I am not able to access the online application?**

You may obtain a paper application at your school from the guidance department.

**Is transportation provided to a school that I am not zoned to attend?**

Transportation is NOT provided for out-of-zone students (except St. Johns Technical High School). If attending a Program of Choice outside of a zoned school, families are responsible for providing transportation. All regular busing rules apply to students attending programs at their zoned school.

**Are there any programs to which I can't apply?**

Students may not apply for a Program of Choice at an out-of-zone school if the program exists at the student's zoned high school. (*Programs that are replicated in the district: International Baccalaureate (IB) Program at Allen D. Nease and Pedro Menendez OR Cambridge Advanced International Certificate of Education (AICE) Program at St. Augustine High School; VyStar Academy of Business and Finance at Bartram Trail and Pedro Menendez; ROTC programs at Bartram Trail, Nease and St. Augustine, Academies of IT at Bartram Trail and Ponte Vedra.*) This policy went into effect December 2015.

**What happens if I apply late?**

Late applications are not included in the lottery. Late applications may be submitted beginning February 23, 2018 up until June 1, 2018. These applications will be denied but may be reviewed through the

appeal process. Students who are denied entry to a Program of Choice may appeal the decision to the Associate Superintendent for Curriculum and Instruction by June 1. The Associate Superintendent will convene the appeals committee to consider the appeal and issue a recommendation to the Superintendent. The decision of the Superintendent is final. To appeal a decision, please send an email request to: [Dawn.Sapp@stjohns.k12.fl.us](mailto:Dawn.Sapp@stjohns.k12.fl.us)

**How do I apply if I moved into the area after the application timeline or if I moved here over the summer?**

Complete a new student application when you register at your zoned school. The CTE department will review the application and contact you with the outcome.

**When will I know if I know the outcome of the application/lottery process (if I am accepted/denied admission for certain programs)?**

A notification email will be sent out before 5:00 pm. on Feb. 22, 2018.

Students may be placed on a waiting list and accepted as seats become available until the first day of school. Families will be notified by the CTE department via a phone call if an opening occurs. If this occurs, families can then decide if they are still interested in joining that program.

**May I appeal/How do I appeal a Program of Choice placement/non-placement decision?**

Students who are denied entry to a Program of Choice may appeal the decision to the Associate Superintendent for Curriculum and Instruction by June 1. The Associate Superintendent will convene the appeals committee to consider the appeal and issue a recommendation to the Superintendent. The decision of the Superintendent is final. To appeal a decision, please send an email request to:

[Dawn.Sapp@stjohns.k12.fl.us](mailto:Dawn.Sapp@stjohns.k12.fl.us)

**Where may I find more information?**

Please visit our website at: <http://academies.stjohns.k12.fl.us/> .

There are additional rules and procedures also outlined: <http://academies.stjohns.k12.fl.us/policies-and-procedures/>

**Who do I call if I am having difficulty applying OR if I have more questions?**

Please contact Ms. Dodd in the CTE department at 904-547-4870.