

## **Programs of Interest Frequently Asked Questions**

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

Applications for all Programs of Interest are typically accepted in the month of January (This does NOT pertain to Collegiate High School nor the Controlled Open Enrollment process.)

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

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 must pre-register online for the school year and complete the online application for a POI/Academy at that time. All documentation that is required for enrolling will be uploaded by the parent before the pre-registration will be considered complete. The CTE department will reach out to the parents to confirm the receipt of the student's application.

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

Verification emails for completed applications are sent before close of the following workday. 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 the computer operator at their school.

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

Students may apply for up to three Programs of Interest.

### **Can I be in IB and an Academy?**

Yes, students can participate in both. Students can typically finish most courses for their academy by the end of their sophomore year before taking higher level elective academy classes junior and senior years. This accommodates for IB classes junior and senior years.

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

There are a limited number of seats in all Programs of Interest. 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 Interest.**

## **Does turning in my application early increase my chances for acceptance over students who may apply later?**

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 Interest.

## **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.

## **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 Interest 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 Interest 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 Interest 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, Academies of Future Teachers at St. Augustine and Creekside, Flagler Heath+ Future Healthcare Professionals at Pedro Menendez and Toco Creek*) This policy went into effect December 2015.

## **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.

## **What happens if I apply late?**

Late applications are not included in the lottery. Late applications may be submitted. These applications will be reviewed if there is room in the program being requested. If there is no room in the program being requested, then the application will be denied and that decision is final. The Associate Superintendent will convene a review committee to consider late applications for programs for which there is availability and will issue a recommendation to the Superintendent. The decision of the Superintendent is final.

## **When will 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 typically by the end of February.

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.

## **Once accepted can I drop out of my program of interest?**

Students are making a four-year commitment to their Program of Interest. Because we have seen first-hand the benefits our programs bring to the lives of our students, we never want to see a student leave. However, we understand that part of this experience is for our students to decide if this career path fits their interests. Should your student wish to leave their Program of Interest contact the schools Career Academy Program Specialist for the paperwork.

## **Where may I find more information?**

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

There are additional rules and procedures also outlined: <https://cte.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 Theresa Dodd in the CTE department at 904-547-4870.