



Student Academy Requests in HAC

Academy and Academic Program applications for the 2016-2017 school year will be submitted through **Home Access Center** (HAC).

There are two steps to the academy application process. First, you must confirm that you or your **Guardian/Parent** have an email address on file. **You will only be notified of your application status by email.**

To Verify Your Email Contact Information

- Log into Home Access Center (HAC) with your student **USER ID** and **PASSWORD**.
 - If you do not have your username and password, please see your teacher, or the front office.
- Select the **Registration** Icon
- In the **Contacts** section, check that your **Student** Email address is correct.
 - If the **Student Email** Address is **incorrect**
 - Select the **Edit** button
 - Type in the correct email address and select the **Save** button.
- Just below your student contact information is the **Guardian/Parent** mailing addresses and email addresses.
 - If this information is incorrect, you cannot change it here. Please let the front office know that it needs to be changed.

To Register for an Academy, Academic Program or Program of Choice

- In Home Access Center, select the **Classes** Icon
- Select the **Requests** Tab
 - If you wish to apply for an academy, click the **Edit** button to the right of **Academy/Program of Choice Application**
- When you select the **Edit** button, you will be presented with a list of options.
- Each option is shown with a 1, 2, or 3 in the description.
 - Check an option with a '1' to indicate your first choice – the academy or program that you **most** want to attend.
 - Check an option with a '2', if you have a second choice.
 - Check an option with a '3', if you have a third choice.
 - You may request to be considered for academies located in different schools. However, you will only be selected for placement in a single school, in order of your choices. As a reminder, *transportation* is only provided to your **zoned** school.
- Click the **Save** button to save your preferences. Your selections will be shown on the Requests tab.



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Additional Information

- 1) Students/Guardians/Parents who do not have email or access to the internet may obtain a paper application from the Guidance Department at your school.
- 2) Required auditions for visual/performing arts academies for St. Augustine High School will be held on February 5, 2016 at St. Augustine High School. Required auditions for visual/performing arts academies for Murray Middle School will be held on February 5, 2016 at Murray Middle School. Academic programs require submission of an essay and teacher recommendations before you can be considered for acceptance.

Band	Ceramics	Adv. International Certificate of Education (AICE)
Chorus	Digital Art	International Baccalaureate (IB)
Dance	Drawing/Painting	
Drama	Guitar	
Musical Theater	Piano	

- 3) Below are some examples of invalid Academy or Academic Program selections that will **invalidate** your application. **You will be emailed to correct any errors before your application will be processed. All errors must be corrected before the application deadline.**

Don't pick more than one 1st, 2nd or 3rd choice academy!

BTSH Acad Inform Tech-1 (BTHSNTC1)
BTSH Airforce JROTC-1 (BTHSROTC1)

Don't forget your highest choice!

BTSH Design Acad AD-3 (BTHSDDAD3)
BTSH Airforce JROTC-2 (BTHSROTC2)

Don't pick more than 3 academies!

BTSH Acad Inform Tech-1 (BTHSNTC1)
BTSH Airforce JROTC-1 (BTHSROTC1)
NHS International Bacc-2 (NHSIB2)
SAHS AICE Program-1 (SAHSAICE1)
SAHS Aerospace Academy-3 (SAHSAERO3)

Don't pick the same program more than once!

BTSH Airforce JROTC-1 (BTHSROTC1)
BTSH Airforce JROTC-2 (BTHSROTC2)
BTSH Airforce JROTC-3 (BTHSROTC3)



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Sample Selection for Academy

BTHS Design Acad AD-1 (BTHASDDAD1)

BTHS VyStar Bus FIN-2 (BTHSVBFF2)

PMHS Flagler Health Academy-3 (PMHSFLHMC3)

- In the example above, the student selected Bartram Trail's Design Academy as their first choice, Bartram Trail's Vystar Business Finance Academy as their second choice, and Pedro Menendez's Flagler Health Academy as their third choice.
- The student would first be considered for BTHS Design Academy.
- If accepted into Design, they may be considered for Business Finance if room remains in that academy after other students who selected Business Finance as their first choice have been selected.
- If not accepted to Design, the student would be considered for Business Finance.
- The student would only be considered for their third choice at PMHS if they were not selected for either of their higher choice selections at BTHS.

Sample Selection for Academic Program

NHS International Bacc-2 (NHSIB2)

SAHS AICE Program-1 (SAHSAICE1)

SAHS Aerospace Academy-3 (SAHSAERO3)

- In the example above, the student selected St Augustine HS AICE programs as their 1st choice, and Nease HS IB programs as their 2nd choice and St. Augustine HS Aerospace Academy as their 3rd choice.
- If the student was accepted into the SAHS AICE Program they may be considered for the SAHS Aerospace Academy if space is available. The student would not be considered for the NHS IB program.
- If the student was not accepted into the SAHS AICE program, then they would be considered for the NHS IB program. The student would not be considered for the SAHS Aerospace program at this time.
- If the student was not accepted into the SAHS AICE Program or the NHS IB program, then they would be considered for the SAHS Aerospace Program.



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