

HOKKAIDO INTERNATIONAL SCHOOL ADMISSIONS POLICY & PROCESS



Dear Applicant:

Thank you for considering Hokkaido International School for the next step in your child's education. HIS is dedicated to serving the expatriate and bicultural communities of Sapporo and Hokkaido, as well as others pursuing a Western-style, international school education.

In principle, admission is granted to the following in order of preference:

1. The siblings of current HIS students
2. The children of expatriates from English-speaking countries
3. The children of expatriates from other countries
4. The children of bicultural families (one expatriate parent) living in Japan
5. Japanese returnees (a returnee is defined as someone who has completed at least two years of a Western-style education overseas)
6. The children of Japanese parents who can demonstrate a compelling need for a Western-style education
HIS, as a Western-style educational school, expects parents to
 - take an active role in the life of the school (i.e. attend and take part in school and PTA activities)
 - be able to communicate with teachers and staff in English
 - work with their child at home in their native tongue (i.e. encourage reading and help with homework)

NOTE: While HIS cannot admit students with profound learning difficulties, HIS may be able to accommodate students with mild special needs. Continued enrollment at HIS is always dependent upon a student's satisfactory achievement, behavior, and effort.

Applicants are reviewed by the Admissions Committee consisting of two or three staff members, chaired by the Head of School. This group will also make initial grade-placement decisions. At the conclusion of the interview, the committee will determine whether to grant admission. A student may be admitted, denied admission, or admitted on a probationary basis. Probationary admission means the student will be admitted for a designated period at the conclusion of which the admission will be reviewed by a panel of teachers. Admission can, at that time, be revoked. All decisions of the Admissions Committee are final; students denied admission are welcome to apply again.

Early Years (ages 3–4) applicants will interview with the EY teacher and the Head of School for between fifteen and thirty minutes. Language assessments are not conducted for EY applicants. Elementary students (kindergarten to grade 5) will be interviewed by a committee that includes the principal and the grade-level (Milepost) teachers. Secondary students (grades 6–12) will interview with the principal, the potential homeroom teacher, and one other teacher. All applicants (regardless of proficiency or level of English) will complete a language arts proficiency assessment.

We look forward to getting to know you through the admissions process and encourage you to get to know HIS and feel secure in knowing that it is the right fit for your child's education. Please make use of the checklist on the reverse side to assist you in working through the application process.

Sincerely yours,

Tim Schlosser
Head of School
Hokkaido International School



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Application Checklist (for Non-dormitory Applicants)

- Complete the **HIS Sapporo Application Form**, one per child, found as a downloadable document on the Admissions page of the HIS website.
- Provide a scanned copy of the first page of your child's **passport** or **birth certificate**.
- Collect a **Teacher's Recommendation Letter** from one of your child's recent teachers (secondary student) or from your child's most recent classroom teacher (elementary students).
- For students applying from Japanese schools, please have your child's classroom or homeroom teacher complete the 推薦状(**Teacher Recommendation Letter for Japanese School Applicants**).
- Provide two complete years of your child's **academic records** (report cards).
- If applicable, submit the scores for one recent **standardized test**.
- Have your family physician complete the **HIS Student Health Form for Overseas Applicants** and include **inoculation records**.
- Where applicable, submit a copy of the 生徒健康診断票 (**Student Health Chart**) records if applying from a Japanese school and include **inoculation records** where available.
- Read, sign, and date the **Important Notices** sheet (Re: school payments, tuition increases, and Wednesday morning late start) and the **Technology and Facebook Terms of Use** page.
- Read, sign, and date the **Photo Permission** notice and the **Field Trip Permission Slip**.
- Send all documents as scanned attachments or via regular mail to the Head of School, Mr. Schlosser, (tschlosser@his.ac.jp), and the administrative assistant, Mr. Tawaraya, (htawaraya@his.ac.jp).
- Await an email or telephone response to your application.
- Through Mr. Tawaraya, administrative assistant, arrange for you and your family to visit the campus of Hokkaido International School for a **language assessment**¹ and an **interview with teachers**.²
- After HIS has accepted your child, and if applicable, complete either the **HIS Middle School Course Registration Packet** or the **High School Course Description and Registration Packet**, both may be found online.
- The school will **invoice** you by regular mail. The invoice bears the bank codes and account numbers needed to successfully complete a **bank transfer** of funds. Note that accounting rules prevent HIS from receiving payments by check or cash.

¹ Note that the language assessment is for all students regardless of English proficiency. The assessment is used to determine overall strength in language arts. Results will be shared with teachers.

² An application fee of ¥15,000 will be applied to successful applicants through their first tuition invoice.