

Instructions for filling out OSTC Applications ONLINE

There are two parts to the OSTC application. First, you must fill out a Request for Consideration. We will also need the Student Data and Medical forms from you, but you'll get a little extra time to fill those out.

PART ONE – Request for Consideration

Step 1 Fill out the Request for Consideration online at www.ostconline.com . Please type all of your information into the form. The Request for Consideration CANNOT be handwritten.

- **PRINT** it out.

Step 2 Turn in a printed copy of your EDP (Educational Development Plan).

- **The career cluster that you chose on your EDP must match the cluster you are choosing at OSTC.**
 - If it doesn't, you must go in and change it before we can accept your application.

The deadline for all of PART ONE is Friday, March 6th at the latest. Preference is given to students who turn in their completed requests early.

PART TWO – Student Data Form (including Medical Information)

Step 1 You should have already filled out and turned in a Request for Consideration and your EDP – if not, do this first!!!

Step 2 Fill out page 1 and 2 of the Student Data Form (including the Medical Information) online at www.ostconline.com . Please type all of your information into the form. The Student Data Form CANNOT be handwritten.

- **DO NOT FILL OUT THE BOX THAT SAYS “To be completed by counselor.”**
 - Your counselor will fill out this section.

Step 3 Print out the Student Data Form and make sure your parent/guardian signs the bottom of page 2 after you complete the top portion.

Step 4 Turn in your campus visit verification (Only needed if you didn't go on the field trip).

- Verification can be the teacher's or counselor's business card that you got signed when you went to the Open House in January to verify that you toured the campus.
- All students must have toured the campus in order to be considered for admission.
 - If you have not yet toured the campus, contact Mrs. Flynn at (248) 668-5600 to schedule a tour ASAP!!!

Failure to follow these steps to complete the application will result in your application being returned to you. Preference is given to students who turn in their completed applications early.

The deadline for completed application packets (including all of the items above) is March 13th.

Please contact Mrs. Rosol at stacey.rosol@farmington.k12.mi.us with any questions about the OSTC program or application process.