

Careerline Tech Center Application process 2015-16

Student Electronic Enrollment and Information - DUE THURSDAY 2/12

Careerline Tech Center has created an electronic enrollment process. To complete your registration, please follow the steps listed below:

Step 1 - Gather address and contact information including phone numbers and email addresses and be prepared to select a first and second program choice. Be prepared to write a short essay on why you want to attend the program.

Step 2 - Go to <http://www.oaisd.org/ctc/> to begin the process. Click on "Student Enrollment" on the left side. Then look at step 2 and click on [Online Electronic Application](#) . The first step will collect basic information and email you a link. The link will allow you to complete the registration process. ***Please use your school issued email address (if you have one) for this process.***

Step 3 - Finish the Online Registration process from the emailed link. You will be able to save and edit the information until you have completed all steps in the registration process.

Step 4 - When all of the information is complete, click the Save and Complete button. At this point, you are no longer able to make changes to your application and the information is routed to your High School Counselor or Careerline Tech Center to finish processing.

Step 5 - IMPORTANT! When the application is completed, please Print the application.

Step 6 - Have your parent or guardian review the completed application. They should complete the Consent/Medical Information portion of the printed form. Make sure they sign and date the form.

Step 7 - Please turn in your signed application to your High School Counselor by **THURSDAY, FEBRUARY 12**

If you need assistance in completing the information on the application, please contact your High School Counselor.

ZEELAND EAST:

A - F - Mrs. Petroelje - kpetroel@zps.org

G - M - Mrs. Drnek - mdrnek@zps.org

N - Z - Mr. Maynard - jmaynard@zps.org

ZEELAND WEST:

A - K - Mrs. Warren - lwarren@zps.org

L - Z - Mrs. Collins - dcollins@zps.org

If you have technical difficulties or errors in the application, please contact the OAISD Technology Services Help Desk at 1-877-702-8601 x 3000.

*****PM CTC students will have busing back to the high schools from CTC, but WILL NOT be back in time for busing to their home. Therefore, PM students must have arrangements for transportation home.**

By the end of March you will be notified if you have a spot at CTC for the 2015-16 school year.

