Summit Technology Academy Online Application Checklist

Before you begin your online application for STA, sending district students need to have the following available:

- Student information (name, mailing address, **school email**, school ID number) and parent information (name, telephone number).
- Select two high school teachers that will recommend you for admission to STA.   Let your teachers know to be expecting an email with a link to the form. *One of the recommendations should come from a program-related area. For example, a student interested in Professional Nursing, Allied Health, or Biomedical should have at least one science teacher recommendation.*

Step 1: Review Programs and Prerequisites

- Review program descriptions and prerequisites for the program(s) you have interest via individual course webpages: by going to sta.lsr7.org, under academic, under courses, and clicking on the course within the interested pathway.

Step 2: Apply online at http://sta.lsr7.org/apply

- Out-of-district students, click the **Sending Schools** link.
- Click **Create an account** link. You are required to use a school-issued email if one is available. Click **Submit** link.
- Confirm login credentials, then click **Validate** link.

Step 3: Complete the Application

- Complete all parts of the application including demographic information, teacher recommendations, your program choice(s) and essay questions regarding your interest.
- You must have two teacher selected from your school who can speak to your abilities.
- Click **Submit** link.
- In a few days, you should check with the two teachers that you chose to complete the forms to ensure they have submitted them.

Step 4: Submission and Review of Student Application Materials

- The deadline is the third Friday in February. The date is **Friday, February 9, 2018**.
- Applications submitted after this date will be considered as space allows in the programs.
- Your respective high school counselor must recommend you for admission to the Academy. Counselors will mark your application one of three ways:
  - **recommended** you because you meet the requirements,
  - **not recommended** you based upon your application materials
  - defer you to STA for an **exception interview**
- Applications are considered complete when student submits online application; teachers submit recommendation forms; and counselors upload or access high school transcript, attendance report, etc. and marks the application appropriately.

Step 5: Determination of Initial Admission for Each Completed Application

- STA administration will make the final determination for admission using scoring criteria.
- Initial determination of admission will occur after the third Friday in February.
- Your application will be marked one of three ways:
  - **approved**
  - **not approved**
  - put on **waiting list** (means you are approved but the program is full at the current time)
- Periodically feel free to check the sta.lsr7.org/apply website for a listing of programs that are full.

Step 6: Notification of Application Status

Approved applicants will also receive a regular mail letter.

Sending School District Instructions

Helpful Hints

Use Chrome or Firefox as your Web Browser for the STA Application:

The STA online application system works better with these modern Web Browsers. If you use Internet Explorer as your Web Browser, you must turn on "Compatibility View." See instructions to turn on Compatibility View at the bottom of the application page: http://sta.lsr7.org/enroll-now/

Be sure to use your school-issued email address:

Be sure to use your school-issued email address to create your STA application login account if your school provides student email in your district. If your district issues student email addresses to students, you will not be to use a personal email address for your STA application account.

Be sure to complete all parts of the application:

The online application system will not allow you to submit the application without completing all parts of the application. It is best to compose your answers to your essay questions prior to completing your application. However, you can type "in progress" in the essay boxes and return to your application later to complete your essays or to edit any portion of your application. *Don't forget to complete your essays right away as they are an essential component of your application.

*Short Essays for your application:

(1) Why are you interested in enrolling in this course at STA? (Limit: 1500 characters)

(2) Describe what you know about careers related to this STA course and how it might help you reach your educational and career goals. (Limit: 1500 characters)

- It is a good idea to write your two short essay question answers in a Word or word processing document to edit and spell check your writing, then paste your completed essay into your online application. Internet Servers tend to time out after a short period of time. By pasting your previously completed essays into the online application, you avoid risking your internet server from timing out while you are composing your essay. Another option is to complete all demographic information, and requested information in the application, type "in progress" in the essay boxes, press submit, verify your information, and press "submit" to save your application. When you have completed your essays, return to your application and compose or paste your essay answers in the boxes.

Be sure to save or print your application and confirmation number:

Be sure to save your application information after you complete your application by reviewing the verification page and pressing "submit" one last time on the confirmation page (page 3). Successful completion of the application will be signified by a confirmation page that states you have successfully completed your application. Please print this confirmation page as a receipt of your application.

Sending School District Instructions