Starting the Application

Choose: Apply for High School Programs

Step one and linking to step two.

All fields with an * must be completed, others are optional.

Click on Submit when finished.

Click on the link.

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Home   Apply   · Apply for High School Programs   Request Information   ○ Web ● Site   Search

Tuesday, February 09, 2016   ..:: Apply for High School Programs ::..   Register Login

Step 1 of 2 - Create an Account

Jessica,

Thank you for creating an account. You will need to complete Step 2 to submit an application to Clark State.

If you have questions, please contact the Admissions Office at 937.328.6028.

Click here to complete Step 2 of the application.

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);

Click on the link.

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Tuesday, February 09, 2016   ..:: Apply for High School Programs ::..   Jessica Smith Logout

Step 2 - High School Application for Admission

Once you've completed and submitted Step 2 successfully, the word **Submitted** and a time stamp will show at the top of the page.

If this does not happen, check to see if you've overlooked one or more of the mandatory fields.

When we receive your completed application, an e-mail will be sent to you automatically.

» Complete and submit your application

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Personal Tab on Step Two

All fields with an * must be completed, others are optional.

Click on the High School Tab when you're finished.

High School Tab on Step Two

Use this link to find high school code

Do not type in CEEB Code or School Name

These dates must be completed.

Click on the Enrollment Tab when finished.

Complete Your Application Below

Use the tabs to move through the application. All questions with an * must be answered.

| Personal | High School | Enrollment | Sign and Submit |

☐ **High School Information**

<u>Do not type in the CEEB Code or School Name fields.</u> To look up your high school, click on High School Finder link below. The CEEB Code and School Name fields will be completed for you.

Note: If you are attending a Career and Technical high school, search for it when using the High School Finder link.

High School Finder   Clear

CEEB Code*

School Name*

Enter the approximate date that you started high school and the approximate date you will graduate from high school.

Approximate Start Date (mm/dd/yyy)*
Select Date

Approximate Graduation Date (mm/dd/yyy)*
Select Date

High School Finder Page

Type just part of your school name followed by the % sign.

Type OH for the state.

Choose your school by clicking on it and you will be taken back to the application.

How to Search School Names
The % sign can be used as a wildcard. For example, you can type Nor% for Northwestern or Uni% of Cin% for University of Cincinnati.

You can leave the state box blank, but a larger list will appear. You will be able to scroll through the matches, sort them by the column headings and select the one you want by clicking on the school name.

School Name
Spr%

School State/Province
OH

Search   Clear

Return to application

Select School	City	State / Province	Zip / Postal Code	School Code	Country
Spring Valley Academy	Centerville	OH	45458-2746	360852	
Spring Valley Christian School	Cleveland	OH	44109	361405	
Springboro High School	Springboro	OH	45066-1524	364770	
Springfield South High School	Springfield	OH	45505	364795	
Springfield Apostolic Chrstn A	Springfield	OH	45504	364774	
Springfield Clark CTC	Springfield	OH	45505	364796	
Springfield High					

Enrollment Tab on Step Two

Choose: High School College Credit Plus

Choose: College Credit Plus

Choose: Yes or No. If you choose yes, it will ask where you want your advisor located.

Choose: Spring, 2017

Click on the Sign and Submit tab when finished.

Sign and Submit Tab on Step Two

Read the statement at the top.

Type your name in the box.

Type date in the format shown.

If you are completing this at school, click on Save for later. Log in at home and have your parents read the statement and type their name and the date.

When all signature boxes are complete, click Submit at the bottom of the page.