

## Information for Application Submission in SlideRoom

It is beneficial to review the STEM and STEAM Designation Rubric prior to beginning the submission process to ensure you prepare the necessary artifacts. Please note: The rubric is not available within the online platform.

We recommend printing the rubric and referring to it throughout the application process.

### Accessing the Application

- To begin your application, visit [osln.slideroom.com](https://osln.slideroom.com).
- Only **school or district leadership** may create a SlideRoom account for the school applying for designation.
- Use the “Sign Up” button in the top right corner to create a login. Create one shared login for your school and distribute it to all individuals who require access.
- After logging in, you will see a landing page with the four separate applications:
  - General Information
  - Domain I: Culture for Learning
  - Domain II: Teaching and Learning
  - Domain III: Pathways to Success in Careers.
- Separate applications exist for:
  - Schools applying for initial designation
  - Schools applying for re-designation
  - Designated schools submitting growth plan artifacts

Please ensure you select the correct application set for your school.

### Schools Applying for Initial Designation (2026-2027)

Applications for initial designation open in June 2026.

- (2026-2027 For initial STE(A)M designation applicants) General Information
- (For initial STE(A)M designation applicants) Domain I: Culture for Learning
- (For initial STE(A)M designation applicants) Domain II: Teaching and Learning
- (For initial STE(A)M designation applicants) Domain III: Pathways to Success in Careers

### Schools Applying for an Additional Five (5) Years of Designation (2026-2027)

Applications open June 2026 for schools last designated in 2022. ‘YEAR’ in the application title refers to the school’s most recent designation year.

- (For STE(A)M schools designated in YEAR) General Information
- (For STE(A)M schools designated in YEAR) Domain I: Culture for Learning
- (For STE(A)M schools designated in YEAR) Domain II: Teaching and Learning
- (For STE(A)M schools designated in YEAR) Domain III: Pathways to Success in Careers

### Designated Schools Submitting Growth Plan Artifacts

- (YEAR - Growth Plan Artifacts Submission) General Information
- (YEAR - Growth Plan Artifacts Submission) Domain I: Culture for Learning
- (YEAR - Growth Plan Artifacts Submission) Domain II: Teaching and Learning
- (YEAR - Growth Plan Artifacts Submission) Domain III: Pathways to Success in Careers

### Application Navigation

- Applications may be completed in any order.
- Within each application, subsections appear in the menu on the left. These may also be completed in any order.
- SlideRoom typically saves your work automatically, but you may click “Save” in the bottom left corner at any time.
- Applications may be completed over multiple sessions.

## Artifacts and Narratives

### FERPA Compliance

- Under the **Family Educational Rights and Privacy Act (FERPA)**, schools are prohibited from sharing personally identifiable student information without written parental consent (except in very limited circumstances).
- Do not include student names, ID numbers, or any identifying information in your application materials. Please redact this information before submitting your application in SlideRoom.
- Any submission containing FERPA violations will be returned to the applicant, which may delay or impact the school’s designation process.

### Artifact Guidance

- For most of the subsections, you will be asked for artifacts and corresponding narratives. Artifacts are defined as forms of evidence that can be used to showcase educational practices. Artifacts can take on various formats, including but not limited to documents, videos, images, flyers, news stories, reports, publications, forms, applications, spreadsheets, etc.
- Please note the acceptable file sizes when uploading files to the online platform (SlideRoom):
  - Images must be under 5 MB

- You can upload images with any dimensions, As SlideRoom resizes images larger than 1280 x 1280 x 72 ppi
- Videos must be less than 250 MB in size. To include a video larger than 250 MB, upload it to YouTube and add a link to a pdf document. Upload the document with the link as your artifact.
- Audio files must be less than 30 MB in size. Documents must be less than 10 MB
- Images and videos are subject to be compressed to be displayed properly in SlideRoom.
- **Live links are not accepted** as artifacts. This includes Google Docs, Slides, Sheets, or any file that can be changed post-submission.
- Live links included in artifacts will not be considered. In other words, any link included in an artifact which leads to another site, will not be considered.
  - Exception: To include a link to a video (YouTube, Vimeo), create a pdf that includes only that link and submit the pdf as your artifact.
- Please note that several artifacts are required to be submitted as part of the application. These required artifacts do not count toward the allotted number of artifacts for the attribute.
- **One artifact can include multiple documents, as long as the documents are related and present evidence of the same practice. Documents can be merged as a single pdf file.**
- The same artifact may be used for multiple attributes, when appropriate.
- Most artifacts need to be accompanied by a narrative. The narrative needs to specifically address how the artifact demonstrates a particular attribute. The same narrative cannot accompany the artifact that is being used in multiple parts of the application.
- Narratives are required for the majority of artifacts. Artifacts that are not accompanied by a required narrative will not be considered.
- Most narratives are limited to 900 characters. There are several questions in the application that require longer narratives. Those responses allow for a higher character count.
- **Do not use the Media or Portfolio components of SlideRoom.** Any artifacts uploaded in the medio or portfolio section of SlideRoom will not be considered during the review process.

## Submitting the Application

- Reviewers will not see any responses until you click “Submit” for each application.
- A confirmation email will be sent by SlideRoom after each application is submitted.
- For technical support, you can click on the “Help” button on the upper right of the application.
- For specific questions related to the application, please email [OSLN@battelle.org](mailto:OSLN@battelle.org).

## Deadlines

- All four (4) applications must be submitted by 11:59 PM on the application deadline.
  - Application deadline for schools applying for initial designation is 11:59 PM on February 3, 2027.

- Application deadline for schools seeking re-designation is 11:59 PM on the first day of the month preceding the month of the scheduled site visit
- Please contact the Department of Education and Workforce ([Sarah.Redick@education.ohio.gov](mailto:Sarah.Redick@education.ohio.gov)) for application deadline for schools working on the implementation of their growth plan
- Applications may be submitted early.