



Admissions Application Review

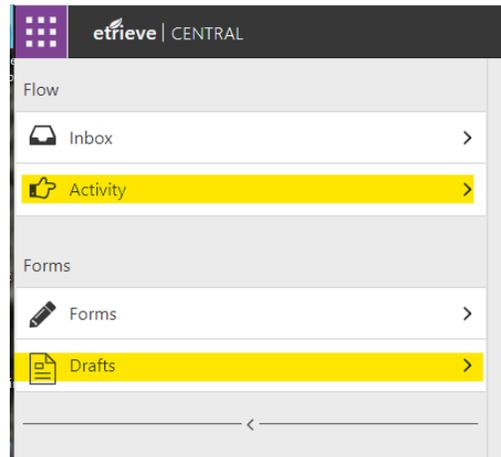
1. Go to: <https://francistuttlecentral.etrive.cloud>
2. Enter your email address that was used to create your account as your Username
3. Enter the password that was provided in your account creation email.

A screenshot of a login form. It has two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the fields is a teal 'Sign In' button, which is circled in red.

4. Click the **Sign In** button.



5. Once signed in, you can complete a form that is incomplete by opening your Drafts. Or, you can look at your submitted form by going to Activity.

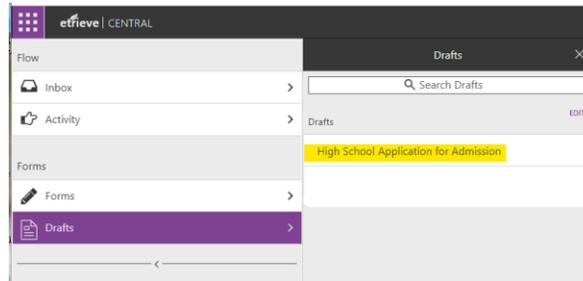




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To complete an application that is in the student's Drafts area

1. Click on **Drafts** from the menu. Then select the draft of the High School Application for Admission form.



2. You will see the application form in the window. The student can use the Date of Origination field on the form to determine which application they need to complete if the student has created multiple applications.

FRANCISTUTTLE TECHNOLOGY CENTER

HIGH SCHOOL APPLICATION FOR ADMISSION

PERSONAL INFORMATION

Please complete all sections of this form.
All fields marked with asterisk are required

Date of Origination ID

Student Information

Graduating High School Seniors

If you are interested in applying to Francis Tuttle Technology Center, please visit www.francistuttle.edu/admissions-costs/admissions-process to complete an Adult Application for Admissions and the Next Step Tuition Waiver Scholarship application. Scholarships and financial aid are available for those who qualify.

3. Upon completing the remaining required fields the student will click the Submit button in the lower left of the screen. This will start the process for the application by submitting it to their High School Counselor to complete their steps.





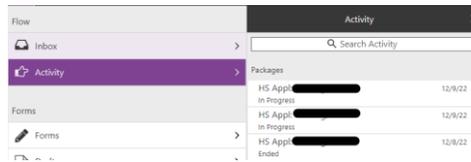
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To check the progress of the student's Application.

1. Click on the Activity menu selection.



2. Click on the HS Application.



3. Once in the application, you can scroll and review the data that was provided on the application. You cannot change the data once it has been submitted.

FRANCIS TUTTLE TECHNOLOGY CENTER HIGH SCHOOL APPLICATION FOR ADMISSION

PERSONAL INFORMATION

Please complete all sections of this form.
All fields marked with asterisk are required

Date of Origination: 12/8/2022 ID: [Redacted]

Student Information

Graduating High School Seniors

If you are interested in applying to Francis Tuttle Technology Center, please visit www.francistuttle.edu/admissions-costs/admissions-process to complete an Adult Application for Admissions and the Next Step Tuition Waiver Scholarship application. Scholarships and financial aid are available for those who qualify.

*Student Legal Last Name: [Redacted] *Student Legal First Name: [Redacted]

Preferred First Name: [Redacted] Middle Name: [Redacted]

Street: 12777 N. Rockwell Ave Suite, Bldg, Apt., Etc

4. When reviewing your application, the “**Ended**” terminology simply means the application is being reviewed by FTTC. A student's application status will be communicated via a form email at a later date.

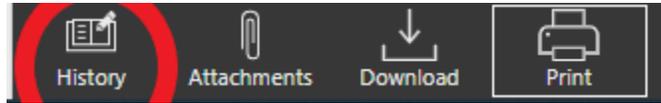




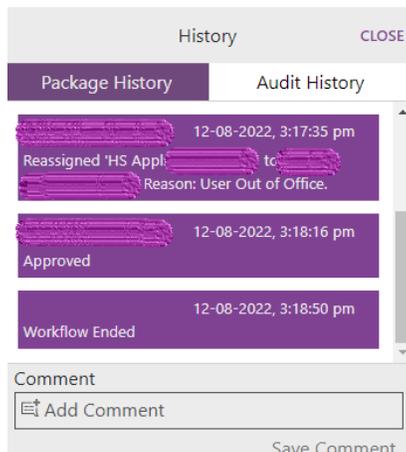
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Frequently Asked Questions

1. What is the history button at the bottom of the Activity Screen for students?



- a. This is the status of where the student's application is within the workflow but does NOT indicate any final status decision (accepted, waitlisted, etc.) has been made.



2. What is the Package History page within the printed copy of the application?

- a. This page shows where the application is within the workflow. It does NOT indicate the final status (waitlist/accepted/etc.) of a student *nor* does it indicate if a decision has been made.

Package History		
Date	User	Action
12/1/2022 3:58:21 PM	[redacted]	Submitted 'RR - High School Application for Admission'
12/1/2022 4:13:51 PM	[redacted]	Received
12/1/2022 4:17:03 PM	[redacted]	Decision Approved
12/1/2022 4:17:53 PM	[redacted]	Received
12/1/2022 4:17:54 PM	[redacted]	Received
12/2/2022 12:51:54 PM	[redacted]	Decision Approved
12/2/2022 12:52:25 PM	[redacted]	Decision Approved
12/2/2022 12:53:48 PM	[redacted]	Workflow Ended <small>Does not indicate a decision has been made</small>



FRANCISTUTTLE

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- b. The “Decision Approved” simply means the application has made its way through the workflow.
- c. “Workflow Ended” does not indicate a status decision has been made – it just means the application made its way through the workflow.
- d. All communication of the acceptance and waitlisted status will be communicated through a form letter/email.