



Francis Tuttle Technology Center



Project | SEARCH®
FRANCISTUTTLE



New Student Application 2026-2027 School Year

Student Name:



APPLICATION FOR ADMISSION (Please Print Neatly)

Section A: Personal Data

Student Information

First:	Last:	Preferred Name:	MI:
Cell Phone:	Email:		
Street Address:	City, State:	Zip Code:	
Date of Birth:	Are you eligible to work in the US?:		

Ethnicity (Optional)

Check all that apply: Are you Hispanic or Latino? Yes No American Indian/Native Alaskan Hawaiian/Pacific Islander Black, or African American Asian White, not of Hispanic origin	Gender: Male Female Other
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Educational History

Do you have a high school diploma or GED? Yes No If no, projected graduation date:	Have you attended Francis Tuttle Before? Yes No Year(s)?
Highest education level achieved: Less than a High School Diploma Some College, No Degree High School Diploma Technical Diploma List all high schools/colleges/tech centers you've attended:	

Emergency Contact Information

Name:	Relationship to you:		
Cell Phone:	Email:		
Street Address:	City, State:	Zip Code:	

Name:	Relationship to you:		
Cell Phone:	Email:		
Street Address:	City, State:	Zip Code:	



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Section B: Employment Information

- How do you want to be employed in the community upon completion of Project SEARCH™?

Full Time ☐

Part Time ☐

- Do you plan to work during the school year, in addition to being in Project SEARCH™?

Yes ☐

No ☐

- Have you ever been dismissed from another educational program or job?

Yes ☐

No ☐

If yes, please explain:

Section C: Department of Rehabilitation Services (DRS)

- Do you have a DRS Vocational Rehabilitation Counselor?

Yes ☐

No ☐

If yes, please list:

Counselor Name: _____

Phone Number: _____

Date DRS case was opened: _____

Comments: _____

Section D: D.H.S. Developmental disabilities Services (DDS)

- Are you eligible or do you currently receive DDS Services?

Yes ☐

No ☐

Counselor Name: _____

Phone Number: _____

Comments: _____



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Section E: Student Response Questions

- Why do you want to come to Project SEARCH™? (Complete in your own words)

- List Three References (at least one current/former teacher, preferably an IEP teacher of record and career tech teacher if applicable, all must be non-related). Please inform them that they will be emailed a reference form which must be completed before your interview.

Name:	Relationship to you:	Email:

Section F: Behavioral Summary

- Do you have any behaviors that might impact a successful job placement?

Yes ☐

No ☐

If yes, please explain:



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Section G: Signatures

Student Initials	Parent/ Guardian Initials	Francis Tuttle Technology Center Project SEARCH™ programs
		At the time of their interview, the prospective student will provide copies of their most recent MEEGS, Psychological Evaluation, Documentation of Disability
		The prospective student will have received a high school diploma before June 2026.
		The prospective student will be at least 18 years of age before July 1, 2026 and not turn 25 before June 30, 2027.
		Release: A copy of the last IEP, MEEGS, and/or psychological evaluation concerning my son/daughter may be kept on-site and reviewed by the program's professional staff. Student information may be released to program partners at the discretion of the program instructor.
		Equal Opportunity: Project SEARCH™ placement will be made without regard to race, color, national origin, sex, age, religion, or presence of a disability
		Students selected for Project SEARCH™ will abide by the host business policy on required vaccinations.
		Students selected for Project SEARCH™ will be required to pass drug screening and background check.

Student's position within the Project SEARCH™ program is contingent upon adherence to the policies and procedures of both the **School System and Host Business.**

By signing, the student applicant and parent/guardian understand and agree to comply with the statements and information stated above, and certify that they have read all requirements listed in the information pages following the application.

Student Signature:		Date:	
Parent/Guardian Signature:		Date:	

Return the completed application-

By email (print, sign, and scan):
Francis Tuttle Project SEARCH
projectsearch@francistuttle.edu

In person to DRS Counselor or
 Service Careers Instructor.

If you need assistance with
 submitting the application,
 please reach out by
 email or phone
 405-717-4292

Upon review of your
 completed application, you
 will be contacted via email
 with information on how to
 schedule your interview.



Project SEARCH™ Program

Student Contract

Student & Parent/Guardian: Read the student contract below and sign and date.

I, _____, understand that if I have been accepted into the Project SEARCH™ program I must abide by the following terms and conditions:

- I will complete at least two unpaid job rotations within the host business.
- I will attend the program every day from 8:00 am - 3:00 pm, Monday through Friday.
- I understand that the Project SEARCH™ program correlates with the Francis Tuttle Technology Center school calendar.
- I will dress appropriately, and wear required uniform.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will follow all the rules, policies and procedures established by the Project SEARCH™ program, Francis Tuttle Technology Center and host business.
- I will attend evaluation meetings with my rehabilitation counselor, parents, teachers, and business staff.
- I will be an active participant and communicate any issues at our evaluation meetings.
- I will actively pursue employment.
- I will take a TB test, Flu Shot and Drug Screening if required by the Host Business.
- I will be up-to-date or obtain Covid-19 vaccinations as required by the Host Business.
- I understand that by signing this document I give permission for the partner agencies to share and discuss testing, reports, and other pertinent information with each other.

I have read the above terms and conditions and agree to accept my placement in the Project SEARCH™ program if selected. I understand that I may be asked to leave Project SEARCH™ if I fail to follow the terms and conditions.

Student Signature

Date

Parent/Guardian Signature

Date



CONGRATULATIONS!

You have completed the application for the Project SEARCH™ program at Francis Tuttle Technology Center

****PLEASE KEEP THESE PAGES FOR REFERENCE****

The following items will be required at the time of your interview:

- ☐ **Attendance record from the last school attended (high school or career tech)**
High School Counselor or Career Tech Instructor
- ☐ **IEP or one of the following items: most recent MEEGS, Psychological Evaluation, Documentation of Disability**
IEP Teacher or School District Special Services Administration

If accepted the following items will be required before June 1, 2026:

- ☐ **State-issued ID card, Driver's License, Passport, or Military ID**
(School ID is not sufficient)
- ☐ **High School or Career Tech Transcript**
High School Counselor or Career Tech Instructor
- ☐ **Shot/Immunization Record**
School Nurse, Family Member, or Doctor
- ☐ **Guardianship Documents**
If applicable
- ☐ **Media Release Form**
Provided at onboarding meeting
- ☐ **Independent Living/Medical Form**
Provided at onboarding meeting

Thank you for considering our program.



Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH™ candidate. This application enables the Selection Committee to properly assess each candidate's skills, abilities, and background. A parent, student, counselor, teacher, or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select individuals who will be successful in a Project SEARCH™ program and reach the outcome of competitive employment.

The Selection Process includes the following guidelines:

1. All students are encouraged to attend the "Information Night" activity and meet the instructors and skills trainers before beginning Project SEARCH™.
2. Submit the completed application by **February 20, 2026** to the following contacts. Applications are accepted year round, but priority will be given to those completed before the date listed.

By email:

Francis Tuttle Project SEARCH
projectsearch@francistuttle.edu

3. The Selection Committee will review the applications, keeping in mind the student's skill sets and interests, as they apply to the Project SEARCH™ program.
4. If accepted, the student must be able to pass a background check, drug screening, and be current on immunizations.
5. If accepted, the student **MUST** have a state-issued ID card or driver's license, a school ID is not acceptable.

Please note:

- The Selection Committee will include the Project SEARCH™ instructor, representatives from the host businesses, Oklahoma Department of Rehabilitation Services, OU/National Center for Disability Education and Training, and other agency/school representatives.
- This application packet is utilized for all candidates.

Selection Criteria:

- Be a high school graduate or graduating in May 2026.
- Be 18 to 24 years of age (may not turn 25 during the time of enrollment).
- Have applied to open an OKDRS case or have an active case opened already.
- Have completed at least one year of training in a Francis Tuttle program (preference given), have completed at least one year of work training in a transition program, or have work experience.
- Be a student who will benefit from participation in a variety of **non-paid** internships.
- Be a student who **does not** have a current college plan.
- Be a student who desires to work competitively at the end of Project SEARCH™.



Francis Tuttle Technology Center Project SEARCH™

Events Calendar

-  **February 20, 2026** – Applications submitted before this date will be given priority for interviews, **applications WILL be accepted until program is filled.**
 - Information on how to schedule your interview will be sent via email after a completed application is reviewed
-  **March 2-6, 2026** – First round - Candidate & Parent/Guardian Interviews
-  **May 4, 2026** - Candidate Selection
-  **May 8, 2026** – Acceptance letters out to FTTC, Students, VR Counselors
-  **By June 1, 2026** – Required documents for accepted interns (as listed pg. 7)
-  **Prior to July 12, 2026** – Onboarding at selected site
-  **August 2026 (date TBD)** – Family Orientation / Meet & Greet
-  **August 2026 (date TBD)** – First day of Project SEARCH™
(Program participants follow the same calendar and school closings as Francis Tuttle Technology Center)
-  **May 2027 (date TBD)** – Program Completion

For more information, contact

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Project SEARCH™
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