

**Project SEARCH Upstate University**  
New Student Application for the  
2026-2027 School Year

Student Name \_\_\_\_\_

Current High School \_\_\_\_\_

Current Spec. Ed. Teacher of Record \_\_\_\_\_

**(This teacher must thoroughly review this packet and its contents with the student listed above)**

PACKET CHECKLIST

- COMPLETED APPLICATION PACKET \_\_\_\_\_
- SCHOOL PSYCHOLOGICAL TESTING \_\_\_\_\_
- ATTENDANCE RECORD \_\_\_\_\_
- CURRENT IEP \_\_\_\_\_
- IMMUNIZATION RECORD (FROM HS NURSE) \_\_\_\_\_
- ACCES VR APPLICATION COMPLETED \_\_\_\_\_
- HS TRANSCRIPT \_\_\_\_\_

\*\*PLEASE NOTE\*\*

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR  
THE APPLICATION TO BE CONSIDERED

REQUIRED SIGNATURES = THE STUDENT LISTED ABOVE MEETS THE PROJECT  
SEARCH GUIDELINES, I AM CONFIDENT IN MY ENDORSEMENT OF THIS  
STUDENT, AND WILL FUNCTION AS A REFERENCE FOR THIS  
STUDENT:

\_\_\_\_\_  
SPEC. ED. TEACHER OF RECORD SIGNATURE

\_\_\_\_\_  
BUILDING ADMIN OR FACULTY SIGNATURE

**Application Purpose and Guidelines**

The purpose of this application packet is to outline the skill set needed to become a student of Project SEARCH and give candidates a chance to communicate their accomplishments and desire to join the program. This application enables the Selection Committee (SCSD, Upstate Medical, ACCES VR, and the Agency Partner) to properly assess each student 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 students who will be successful in this vocational program and reach the outcome of ...competitive employment.**

## **The selection process will include the following steps:**

1. **Watch the PowerPoint videos made 2021 with school staff, family, and service providers. <http://www.syracusecityschools.com/districtpage.cfm?pageid=11579> and whenever available, attend an in-person information session with the Project SEARCH teacher/team.**
2. **Submit the completed application to:**  
Christine Gustke – Project SEARCH Teacher  
Central Office, Special Education Office
3. Applications will be screened using the National Project SEARCH Rubric.
4. All students who pass the rubric with an average score of 60% or higher will be reviewed by the SCSD Director of Special Education (or her/his designee) prior to an interview being awarded.
5. Students who are awarded an interview with the Selection Committee must sign off on a background check at the interview to be completed by the SCSD Public Safety Department and/or the Syracuse PD.
6. If accepted, students will be notified via phone or mail and a CSE meeting will be scheduled.
7. Students must complete all NYS Regents or NYSAA testing requirements prior to starting in the program.

### **Please note:**

- The Selection Committee will include a combination of the following entities, Syracuse City School District Special Education staff members, representatives from a contracted supported employment provider via ACCES VR, Upstate University Medical Center, OPWDD, and ACCES –VR/ State Education Dept.
- This packet is utilized for all high school students applying for the Project SEARCH Upstate Program.

## **Application for Admission**

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Student Name - First	Middle	Last	Student Phone Number
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Student Address	House #	Street Name	Zip Code
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Parent Name

Parent Phone number

Parent Email

Parent Full Address (If different)

**Parent/Student Information – PLEASE READ WITH STUDENT!!!**

1. A student cannot graduate from high school unless all requirements of the affiliated School are met in addition to the student’s participation in Project SEARCH Program.
2. **Students are encouraged to complete senior activities while participating in Project SEARCH at Upstate. They will participate in graduation at the culmination of Project SEARCH.** (If senior activities are not completed prior to starting, they may still participate - but parents and students must assume responsibility for all transportation and payments for these activities as well as communicating with the home school to coordinate activity participation. This includes pictures, trips, yearbooks, senior meals, proms, picnics, and graduation).
3. Final placement into this vocational training program is dependent upon an IEP / CSE meeting.
4. Release: The student records and background information will be viewed by professional staff on the Selection Committee and administrative support staff.
5. Equal Opportunity: Internship and job placements will be made without regard to race, color, national origin, sex, age, religion, or presence of a disability.

**Transportation:**

No special busing is provided for this program when based at Upstate Medical Center. The SCSD does provide travel training via the Project SEARCH special education teacher during the summer months and bus passes for independent Centro travel to and from school during the academic year.

How do you anticipate getting to campus?      Centro \_\_\_\_\_      Parents \_\_\_\_\_      Drive Self \_\_\_\_\_

**Service Agencies:**

Do you have a Vocational Rehabilitation Counselor already in place (ACCES-VR)?

Yes \_\_\_ No \_\_\_      If yes, please write name of counselor \_\_\_\_\_  
and phone number of counselor \_\_\_\_\_

Are you eligible for services from the Central New York Developmental Services Office (OPWDD)?

Yes \_\_\_\_\_ No \_\_\_\_\_      If yes, Name of Service Coordinator \_\_\_\_\_  
Agency Name and Phone Number \_\_\_\_\_

Are you eligible for a Medicaid Health Homes Case Manager

Yes \_\_\_ No \_\_\_      If yes, Name of Service Coordinator \_\_\_\_\_  
Agency Name and Phone Number \_\_\_\_\_

**Independent Living:**

Medications / Dosage / Time of day taken by student

Medication	Dosage	Time of Day

List any health or medical issues that may impact a successful job placement **including** any issues relating to mobility or fatigue:

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Legal Documentation (Please circle yes or no to having original documents – NOT COPIES) If no, we will assist with getting the legal documentation you need to go to work.

Type of ID	Please circle yes or no	
Birth Certificate	Yes	No
Social Security Card	Yes	No
Government issued photo ID	Yes	No
Benefit Card / Insurance Card	Yes	No

## Behavioral Summary:

Behavioral/Discipline records will be reviewed, in your own words please explain any behaviors that might be noted in your student record that accompany the application which might impact successful job placement, examples: hygiene, poor attendance, tardiness, or problems with authority figures, peers, or others? Yes \_\_\_\_\_ No \_\_\_\_\_

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**Student Response Question:** The student must complete this section. (Complete in your own words or dictate to scribe. Complete or attach on back if additional space is required).

1) Why do you want to come to Project SEARCH?

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2) Are you aware that this is a vocational training program located on a university and hospital campus and that the end goal, after completion of the program, is supported employment. It is **not** preparation for admission into college? (Please circle) YES NO

Does this match your goal for the future? (Please circle) YES NO

If yes, describe your career goal and the job interests you have:

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<b><u>Work History – including volunteer or paid</u></b>	<b><u>Description of tasks on job</u></b>	<b><u>Hourly rate if any and dates of position held</u></b>

**At least a two-week trial period will be required of all accepted enrollees (personal circumstances may lead to longer probationary period). The parent and the student agree to comply with this procedure and are aware of the transportation, testing, graduation, and other policies listed here.**

I have read and agree to the conditions of this vocational program. All of the information in this application as factual and I understand that if information has been falsely presented, my acceptance will be rescinded.

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Parent/Guardian

Phone

Date

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**If you are not initially accepted because of limited slots but the Selection Team reaches consensus that you are a prospective candidate for the Project SEARCH Program, would you like to be placed on a waiting list? (Circle one) YES NO**

## Project SEARCH Upstate Medical Center Student Contract

### **(TO BE SIGNED UPON ACCEPTANCE AT OFFICIAL INTAKE MEETING)**

*Read the student contract below and sign and date*

I, \_\_\_\_\_, understand that I have been accepted into the Project SEARCH Program at Upstate Medical University and that I must abide by these terms and conditions:

- *I will complete 2-3 unpaid internships that involve skill training unique to my abilities as part of this SCSD Community Based program. The hours I spend on internship are used to calculate my hours on the Employability Profile toward the Career Development and Occupational Studies Credential or the Skills and Achievement Commencement Credential.*
- *I understand that days in session are based on the SCSD academic calendar.*
- *I understand that snow days or emergency days off, which are announced for the Syracuse City School District, require notification on my behalf to my onsite mentor –proper call in procedure.*
- *I will be neat and dress appropriately for a job.*
- *I will follow proper call-in procedure as instructed by the teacher and teaching assistant. I understand that failing to complete this step or taking too many days off may result in removal from the program and subsequently being sent back to a high school within the SCSD.*
- *I understand that I am responsible for transportation to Project SEARCH once travel trained.*
- *I will follow all rules established by the program and internship site and I will be an active participant and communicate any issues to my teachers.*
- *I will work responsibly under the guidance of an employee of Upstate or other contract service provider, who will function as my mentor.*
- *I understand that Upstate is the host business only, I will develop transferable skills for the goal of community employment.*
- *I understand that this is a vocational program. I will participate in unpaid training sites to develop skills, experience, and earn recommendations to help me secure a good job in the future. Each internship is connected to specific skill building - not a complete job set – with follow up*

*intensive instruction.*

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Student Signature

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Date

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Parent Signature

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Date