



*Transition High School*

*"Building Skills That Last a Lifetime"*

## **New Student Application 2025-26 School Year**

**Name:**

**High School:**

**Special Education Teacher:**

**Program Site:**

Avera Marshall

Sanford Worthington

***\*PLEASE NOTE\****

***ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED  
AND SUBMITTED TOGETHER FOR THE APPLICATION TO BE CONSIDERED.***

This Completed Application Packet

Shot/Immunization Record (copy)

Current Individual Education Plan (IEP) including Transition Goals

High School Transcript/Attendance Record

Current Evaluation Team Report\*

Include Most Recent Math and Reading Scores/Grade Levels

School Transcripts from any other formal training

I understand if I am accepted into the 2025-26 Project SEARCH Program, I will have to follow the program site's vaccination requirements.

**Return Completed Packet to:**

Laura Jenson

SWWC ELC - Marshall

1510 Stadium Drive, Suite 1

Marshall, MN 56258

[laura.jenson@swwc.org](mailto:laura.jenson@swwc.org)

## Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH student candidate. This application enables the Selection Committee to properly assess each student candidate's skills, abilities and background. Our goal is to select students who will be successful in a Project SEARCH program and reach the outcome of competitive employment.

### The selection process includes the following:

1. All students should attend the "Open House" *and must* visit the host business site to observe the culture, possible rotations and meet the instructor and job coaches prior to being selected to participate in Project SEARCH.
2. Applications *must* be received by January 6, 2025.
3. The Selection Committee reviews the applications and matches student skill set and interests with the appropriate Project SEARCH Program.

### If accepted:

- An IEP will be developed with the IEP team for the 2025-26 school year.
- The student will be required to pass a criminal background check and a drug screening.

## Tentative Project SEARCH Program Dates for 2025-26

|                         |  |
|-------------------------|--|
| <b>January 6, 2025</b>  | All <i>fully completed</i> Application Packets must be received.   |
| <b>February 2025</b>    | The Selection Committee makes decision on candidates who will be chosen for interviews                             |
| <b>February 2025</b>    | Students receive notification if they have been selected for an interview and interview dates/times are confirmed. |
| <b>February 2025</b>    | Interviews takes place at SWWC Service Cooperative and/or host site.   |
| <b>March 2025</b>       | Candidates receive notification of application status (accepted or declined).                                      |
| <b>March - May 2025</b> | IEPs updated with affiliated school and team members   |
| <b>July/Aug 2025</b>    | Student Orientation  |
| <b>September 2025</b>   | 2025-26 Project SEARCH begins!   |

# Project SEARCH Application

**Program Site:**

Avera Marshall

Sanford Worthington

## A. Personal Data

Name:

Address:

County you live in:

Current School Attending:

Date of Birth:

Gender:

Male

Female

Are you your own legal guardian?

Yes

No

If not, list who is:

Parent/Guardian Name:

Parent/Guardian Email:

Parent/Guardian Address:

Parent/Guardian Home Phone:

Parent/Guardian Cell Phone:

Parent/Guardian Work Phone:

Special Education Disability (according to front page of IEP)

## B. Parent/Student Information

1. Release: The student records concerning my son/daughter will be transferred from the home school to SWWC Service Cooperative.
2. Equal Opportunity: Project SEARCH placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

**C. Employment Background**

List jobs you do or have done in school or in the community.

| Employer | Job Title | Job Duties | Supervisor Name | Contact Number | Paid | Unpaid |
|----------|-----------|------------|-----------------|----------------|------|--------|
|          |           |            |                 |                |      |        |
|          |           |            |                 |                |      |        |
|          |           |            |                 |                |      |        |

Have you ever been fired from a job? If yes, please explain.

Yes                  No

Have you ever quit a job? If yes, please explain.

Yes                  No

After Project SEARCH program is completed, do you plan on getting and maintaining a full-time or part-time job?                  Full-time Job                  Part-time Job

Where or with what kind of organization?

How many days/hours per week do you want to work?

Where do you plan on living?      Home                  Friends                  Other

**D. Service Agencies**

Do you have a Vocational Rehabilitation Counselor?                  Yes                  No

Name:    Phone Number:

Do you have a County Case Manager?                  Yes                  No

Name:    Phone Number:

Do you want a referral?                  Yes                  No

**E. Behavioral Summary**

Do you have any behavioral concerns that might impact a successful job placement?

Yes            No

If yes, please explain:

**F. Independent Living**

Medication/Dosage/Time of day taken by student

| Medication | Dosage | Time of Day |
|------------|--------|-------------|
|            |        |             |
|            |        |             |
|            |        |             |

Please list any other concerns or circumstances that may impact an internship rotation or job placement:

**G. Parent/Guardian Response Questions**

How would this student benefit from Project SEARCH?

How do you plan on supporting this student throughout the program?

What future goals do you have for this student?