May 2024

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Network Technology program for 2024-2025 school year.

Students in Network Technology will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from www.lcctc.edu and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

Important Date

August 26, 2024   First Day of School

Please contact me by email at dgiffin@lcctc.edu if you have any questions. I look forward to working with you to prepare your student for post-secondary education and/or a career in the information technology field.

Sincerely,

Daniel Giffin
Network Technology Instructor

Attachment(s)

May 2024

Good day NEW CTC Students and Families!

Welcome to the Lebanon County Career and Technology Center and Computer Networking Technology for the 2024-2025 school year! I am excited to meet you in person very soon. As we move forward, we will experience many new firsts together.

Students- It is very important that you come to class on day 1, PREPARED to work. You are expected to be in uniform (boots, polo shirt, belt, pants), notebook, pen, and pencil, wired headphones with a microphone, required books, and tools. Uniform orders MUST be shipped home and can take up to 6 weeks to complete the order, so order NOW.

Keep a close eye on their email in the beginning of August. I will email a join code for our Schoology classroom. I will be adding materials and assignments. It is your job to ensure the school has your most up-to-date email and phone numbers, please contact the school and ensure they have the correct information.

Please contact me at **dgiffin@lcctc.edu** at any time if you have any questions. I look forward to Teaming with you to prepare for post-secondary choices, education, and a career in the Computer Networking and Telecommunications field.

All the Best,

Mr. Daniel Giffin

Networking Technology Instructor

The items below are required for enrollment in your CTC program. <u>Have all required items purchased and/or completed by the first day of school</u>. Your program has a uniform requirement, you are expected to be in uniform the first day the CTC is in session.

Network Technology Program Checklist

Purchased or Completed	Item	Required/Optional (R or O)
☐	**Notebook with paper**	R
☐	**Pen or pencil**	R
☐	**Uniform shirt**	R
☐	**Over-the-head <u>(USB or 3.5mm jack)</u> headphones w/microphone boom**	R
☐	**Hautton (or other) 60 in 1 Precision Screwdriver set ($17.99 @Amazon)**	R
☐	**(2) 64Gb USB 3.0 thumb drives**	R
☐	**Safety Glasses**	R
☐	**Work Gloves**	R
☐	**Blended Hooded sweatshirt OR Full Zip Hooded sweatshirt (one is required)**	R
☐	**Boots** (Doc Martens or other. covers ankles, ties with show laces) **Pants** (Lee or Docker, gray, black, tan, or brown) **Belt** **NOTHING else is authorized for wear attire in this classroom.**	R R R
☐		