



833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551
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June 2023

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Auto Body Technology program for 2023-2024 school year.

Students in Auto Body 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.

Please plan to attend the event below to obtain the following valuable information regarding the LCCTC: student schedules, attendance and grading policies, curriculum, classroom rules and procedures, lunch information, college credit opportunities, parent portal, etc. A reminder letter will be mailed concerning the Parent Orientation in mid-August.

Important Dates

August 23, 2023 at 6PM
August 28, 2023

Back to School Event
First Day of School

Please contact me at 717-273-8551 ext. 2223 or by email at rgerz@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 auto body/collision repair and refinishing field.

Sincerely,

Ryan Gerz
Auto Body Technology Instructor

Attachment(s)

The items below are required or optional (indicated in right-hand column) for enrollment in your CTC program. Please have all required items purchased and/or completed by the first day of school. If your program has a uniform requirement, you are expected to be in uniform the first day the CTC is in session. **Optional Information:** Do you have internet access or a computer in your home? Please be prepared to provide your home and/or cell phone number and email address at Parent Orientation.

If you have any questions, please contact me at 717-273-8551 ext. 2223 or by email at rgerz@lcctc.edu.

Auto Body Technology Program Checklist		
Purchased or Completed	Item	Required/Optional (R or O)
<input type="checkbox"/>	Work pants or jeans, DARK BLUE ONLY. (NO HOLES in pants and NO SWEATPANTS OR JOGGER type MATERIAL)	R
<input type="checkbox"/>	Uniform shirts are ordered from Major League, you can go to our website and click on uniforms then click on Auto Body and order from there. They are a light blue in color. <u>Shirts must always be tucked in during class to keep daily grade points.</u> Long and Short sleeve button down with Name. You will see 2 styles of shirts, either is acceptable. I would recommend 1 short sleeve and 1 long sleeve for wintertime. (NO T-SHIRTS OR SWEATSHIRTS DURING CLASS) I would recommend ordering as soon as possible as it can take some time for orders come in.	R
<input type="checkbox"/>	1- Pair leather, rubber soled work boots. STEEL TOES REQUIRED	R
<input type="checkbox"/>	1- Lock for student locker	R
<input type="checkbox"/>	Auto Darkening Welding helmet	Optional - There are helmets available to use at CTC
<input type="checkbox"/>	NO CELL PHONES PERMITTED ON STUDENT FROM 8:05AM TO 10:30 AM. NOT FOLLOWING THIS RULE WILL RESULT IN DICIPLINARY ACTION. All phones will be locked in one box from 8:05 AM to 10:30 AM.	R