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FAX: (717) 279-7520 • [www.lcctc.edu](http://www.lcctc.edu)

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 Network Technology program for 2023-2024 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](http://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. 2156 or by email at [dgiffin@lcctc.edu](mailto: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)

Good Day NEW CTC Students and Families!

Welcome and Congratulations on your successful enrollment into the Computer Networking Technology Program! 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 and ready to go. You are expected to be in uniform (boots, polo shirt, pants), notebook, pen and pencil, wired headphones with a microphone, required books, and tools.

Check your email often and look for more information from me in the coming weeks. I strongly encourage students to join our Schoology classroom when I send the join code later this summer. As August progresses, I will be adding materials and assignments, and posting tech-related articles. CTC related news and updates will also show there.

Please contact me at [dgiffin@lcctc.edu](mailto: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

Computer Networking Technology Teacher

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 273-8551 ext. 2156 or by email at dgiffin@lctc.edu.

<b>Network Technology Program Checklist</b>		
<b>Purchased or Completed</b>	<b>Item</b>	<b>Required/Optional (R or O)</b>
<input type="checkbox"/>	<b>Notebook with paper</b>	<b>R</b>
<input type="checkbox"/>	<b>Pen or pencil</b>	<b>R</b>
<input type="checkbox"/>	<b>Uniform shirt</b>	<b>R</b>
<input type="checkbox"/>	<b>Over-the-head (USB or 3.5mm jack) headphones w/microphone boom</b>	<b>R</b>
<input type="checkbox"/>	<b>Hutton (or other) 60 in 1 Precision Screwdriver set (\$17.99 @Amazon)</b>	<b>R</b>
<input type="checkbox"/>	<b>(2) 64Gb USB 3.0 thumb drives</b>	<b>R</b>
<input type="checkbox"/>	<b>Safety Glasses</b>	<b>R</b>
<input type="checkbox"/>	<b>Work Gloves</b>	<b>R</b>
<input type="checkbox"/>	<b>Blended Hooded sweatshirt OR Full Zip Hooded sweatshirt (one is required)</b>	<b>R</b>
<input type="checkbox"/>		
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