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August 23, 2023

SRTC students and families,

Welcome to the Sanford Regional Technical Center (SRTC)! I am very excited to see students walking back into our building and hope you are excited as well to attend one of our many outstanding programs. First, let me introduce myself. I am Matt Petermann and I was the Assistant Director of SRTC from 2014 to 2017. I became the principal of Sanford High School prior to moving into this superb facility. Now, I am back and cannot wait to see what all our students can achieve. SRTC is a special place as we train students for careers. Right now, there is a skilled labor crisis in our State and Country. This is the place to receive the skills that employers are desperately seeking right now! We encourage you to take full advantage of everything we have to offer you through your program; college credits and industry certifications are available in many programs, as well as employability and career preparatory skills. If there have been any changes in your plans to attend SRTC, please contact Deanna Farrell (207) 206-1784 and your school counselor immediately as this change affects your schedule and allows us to invite another student to enroll in that program.

### **First Day Details**

The school year for SRTC begins on Wednesday, August 30<sup>th</sup>. Please check with your high school regarding your first day and transportation arrangements. All schools agreed to provide transportation to SRTC regardless if they are in session. Students are expected to attend SRTC whenever we are in session and transportation is provided by the partner school. For example, some schools have late arrival, early dismissal or teacher workshop days in their calendar. In most instances, students will be expected to attend SRTC during the usual times regardless of the schedule at their high school. Specific times for SRTC sessions are:

**7:50 am-10:00 am: AM Session – SRTC’s first year students attend during this time.**

**10:55 am-1:00 pm: PM Session – SRTC’s second year students attend during this time.**

The only exceptions to the schedule above are students attending our one-year programs (Career Exploratory, Emergency Medical Technician, Firefighting, and Health Occupations). Those students are scheduled in either session. If you are unsure of the session assignment for your student, please contact us at SRTC.

During the first days of school, students will review the Student Handbook and program expectations. The SRTC Student Handbook will be posted on the SRTC website by Friday, August 25<sup>th</sup>. Please check it out and let us know if you have any questions. We will also ask that you complete a media release form and emergency/medical form, which will also be sent home with students during the first week of school.

100 Alumni Boulevard  
Sanford, Maine 04073  
207.324.2942

Please note that we do not allow students to drive to SRTC, except in rare cases. Long-term driving will only be considered for extenuating circumstances and after the driving exception form has been approved. Students will not be allowed to drive themselves to SRTC in the event that they miss the bus from their school, so they should plan accordingly.

As you consider the purchase of school supplies for the start of the year, please refer back to any information received from your instructor.

### **Attendance**

Attendance is extremely important at SRTC. Most of our students need a specific number of hours for their certification and missing just two days a month in their program translates to a loss of 36 hours over the course of the school year. That's a little over 10% of our time with your student during the school year! If you need to be absent for an approved reason, please be sure to have the absence excused by a guardian contacting SRTC at 324-2942 (select the attendance line), emailing our Administrative Assistant Stephanie Emmons at [semmons@sanford.org](mailto:semmons@sanford.org), or by bringing a note from a parent/guardian to school on the following day. We do communicate with all partner schools daily regarding attendance, but contacting us at SRTC helps to insure that all absences are excused appropriately. If you anticipate an absence for an approved reason, please complete the SRTC Planned Absence Form which is available on our website or in the SRTC Main Office.

### **Visit SRTC**

We will be hosting an Open House on Tuesday, August 29<sup>th</sup> from 6:00pm to 7:30pm. This event will provide you with the opportunity for new students to visit classrooms/labs, see the facility, and meet the instructor and classmates prior to the start of the program. We highly encourage new students and their guardians to attend the Open House if possible since we did not have a step up day this spring. We invite everyone to take advantage of this opportunity to see the school and their program before they step off the bus for the first time. We know that the fall is a busy time, but we think that you will find that Career and Technical Education is a little different from what you have experienced from prior educational opportunities and it is important to see our facility and what is available for students.

### **SRTC Supports**

We are fortunate to have two counselors on staff to assist you with your academic, personal, college and career goals and we encourage you to fully utilize their services. Ms. Deanna Farrell serves as the Student Services Counselor here at SRTC. You will continue to work with your School Counselor at your high school, but Ms. Farrell can assist with questions relating to your program at SRTC and provide assistance with social/emotional concerns and academic planning. Ms. Farrell also works with sending schools on IEP and 504 plans. Our Career Planning Coordinator, Ms. Jennifer Bartlett, will assist all students by organizing testing such as the ASVAB and a variety of program-related assessments and through coordinating all concurrent enrollment. In addition, Ms. Bartlett will meet with each program regularly to help you to build career-ready skills such as resume writing, interview skills and career exploration experience.

### **Connect with SRTC**

Our school utilizes the Infinite Campus system for student information including attendance and grades. Students will be given access to this system early in the school year so that they can check their grades and attendance regularly, which we strongly encourage. We will also send out notifications when progress reports and specific marking period reports are ready for viewing online. We will only send out a paper copy of your student's report card at the end of the school year. Parents/Guardians must sign up for a parent portal account for Infinite Campus to receive report cards and communications from SRTC. This is done by emailing Anne L'Heureux at

[alheureux@sanford.org](mailto:alheureux@sanford.org). If you already have an IC account through your partner high school, you will still need an account specifically for SRTC.

There are many ways to remain aware of happenings at SRTC throughout the year and we hope that you will take advantage of as many as possible. First, our website at [www.sanford.org](http://www.sanford.org) provides information for the entire district, with a page designated for SRTC. A staff directory, including contact information, can be found on the site. In addition, the district also has an app, which is connected to the website and allows you to sign up for notifications for school closings and other events. The app can be found under “Sanford School Department, ME.” School closing information will also come via the primary phone contact we have on file. Finally, we also have a Facebook page which you can find by searching for “Sanford Regional Technical Center.”

Also on our website, under the “documents” section of the menu, are two maps that may be helpful. The Navigation Map is a detailed look at the rooms in SHS/SRTC. All SRTC programs are specifically named on the map, as opposed to room numbers. The website also includes a parking map, which will show you the main entrance, where all students will enter the building for SRTC.

We encourage you to reach out to us with any questions or concerns that you may have throughout the year. We are located in the Technical Center Main Office and can be reached at (207) 324-2942 or our email information is below. Once again, welcome! We are delighted to have you with us.

Sincerely,

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Michael Redmond, Assistant Director  
[mredmond@sanford.org](mailto:mredmond@sanford.org)