**September 16, 2015**

**Greetings Parents and Guardians of the CCTI Senior Class,**

**The school year is well under way and the students are enjoying their senior status. There a few important issues that we need your cooperation and support with to ensure that this year is successful for your son or daughter.**

**1: Graduation project- All seniors must complete 25 hours of community service and submit a one page summary of how they achieved their hours and the outcome of their contribution. Each senior has a teacher mentor that can assist them with the details. Seniors who earned proficient or advanced on any of the Keystone exams earned “3” community service hours per exam for their outstanding achievement.**

**2: Attendance- As our seniors come close to entering the work force it is imperative they understand the importance of attendance. Our local industry leaders continue to tell us that poor attendance hurt their business efforts in Carbon County. The technical teachers are often asked about student’s attendance in reference calls. Due to this, attendance is a top priority for our students. Fieldtrips, student activities and Coop may be declined if a student is absent frequently. Please encourage them to attend school daily.**

**3: Post Secondary Schools (College)-If your son or daughter would like to seek higher education they should make an appointment with our guidance counselor. There are scholarships and other financial aid that may be available. It is never too early to begin the process.**

**4: Graduation-The date for graduation will be set once we are through the winter season. As soon as the date is set we will place a school wide message over our one call telephone system. It will also be posted on our school website** [**www.carboncti.org**](http://www.carboncti.org)**.**

**5: NOCTI-All seniors will take the NOCTI performance exam May 10, 2016. Only seniors will attend school on this day. The performance exam can only be given on this day, so it is imperative that all students notify their coop employers that they may be late or not able to report to work that day.**

**6: Prom- Is tentatively scheduled for May 13, 2016. More information regarding the prom will be forwarded after the Holiday break in January.**

**7: Designer Bag Bingo-Thursday, October 29th, 2015. Is a school wide event that benefits the Senior Class and the Career & Technical student organizations. We are in need of monetary donations to offset the costs of the bags and theme baskets for the Chinese Auction. Last year we rose over $3000.00 for 5 organizations. Tickets are available for sale $20.00 each. We have enclosed a letter for donations and a flyer. Please reproduce if needed.**

**8: Graduation items- Jeff Crouse from Herff Jones will be here Thursday, October 8th to talk to the graduating class about caps & gowns and graduation announcements. Your child will bring home a catalog and an order form to review with you. Please look this information over closely and fill out the necessary forms. You may also view the website and place your order on line at** [**www.highschool.herffjones.com**](http://www.highschool.herffjones.com)**. Mr. Crouse will return on Tuesday, October 27th to process orders. He will be in the café from 8:30 AM until 10:00 AM to process all orders. Although it is not necessary, you may come in to place your order if you wish. You may also send your order in completed, in a sealed envelope to me and I will hold it until Mr. Crouse arrives.**

**If you are experiencing financial difficulties and a payment plan would help you, please note the number on the bottom left of the order form. This is the direct number to Jeff Crouse. Payment plans must be arranged prior to the order date! He will not make those arrangements on the order day.**

**Every graduating senior must order a cap and gown in order to participate in the graduation ceremony. If you are borrowing one you may still wish to order a tassel with the appropriate year.**

**If you have any questions please feel free to contact me via the school email** **sbarto@carboncti.org** **or at my direct extension 1126.**

**Thank You!**

**Mrs. Stephanie Barto “Class of 2016” Class Advisor**

**CC: Mr. Brent Borzak**