

July 2025

Dear MVCTC Student,

Congratulations again on your enrollment at the **Miami Valley Career Technology Center (MVCTC)**! You've taken a significant step toward your future by making the decision to apply and the choice to attend; now, it's up to you to make another crucial decision and take advantage of the opportunities and experiences you'll gain by attending MVCTC.

School Information—

 **First Day of School: Monday, August 11, 2025** |  **School Hours: 8:05 a.m. – 2:30 p.m.**

 **Bus Riders**, your partner school will provide bus transportation; please contact them for details.

 **Student Drop-Off/Pick-Up**, use the main entrance in the front of the school

 **Student Drivers**, you will enter at the second stoplight (near the Caterpillar entrance). Parking permit applications will be available on our website on the first day of school and will be \$30. Parking permits are not needed for the first few weeks.

⚠ Whether you get dropped off or drive, **please arrive no earlier than 7:35 a.m.**

Stay Informed—

- Visit www.mvctc.com often for up-to-date information, forms, and announcements.
- Students, once school starts, check your **MVCTC email daily**—this will be your primary source for school and course updates.

Career Connections Meet & Greet Night—**Tuesday, August 5, 2025 | 6:00 p.m.**

- You will enter at the second stoplight (near the Caterpillar entrance) to enter Door A2.
- Plan accordingly to attend this one-night event to pick up your schedule, explore the school, and meet our staff. If you are unable to attend, please contact Lisa Combs at (937) 854-6292 or lcombs@mvctc.com.

Before School Checklist—**Directions and further information for the above tasks and other items of interest can be found on our website at: <https://www.mvctc.com/back-to-school>. Tasks will be available beginning no later than August 4.**

Complete Emergency Medical Authorization

- Contact School Nurse **Mrs. Lanna Anspach** with any essential medical info:
 - ❖  lanspach@mvctc.com |  937-854-6261

Pay School Fees

- Program-specific fees are listed on our website.
- For questions, contact **MVCTC Cashier Sharon Bergman**:
 - ❖  sbergman@mvctc.com  937-854-6286

Prepay for Meals / Apply for Free or Reduced Lunch

- Northmont Food Service provides meals. When creating the meal account, select **Northmont City Schools**. If you have questions or need assistance, please contact the Northmont Food Service contacts on our website.

📌 *Your MVCTC student ID # is needed for many tasks. This number is located on your acceptance letter, the label on this letter's envelope, and will also be located on your class schedule.*

We're so glad you chose MVCTC, and we look forward to helping you succeed!

Brian Jettinghoff
Director of Student Services



Dear Incoming Career Connections Student and Family:

We are very excited to welcome you to the MVCTC Main Campus as you begin your sophomore year with us in our Career Connections program. You have taken an important step as a young adult by choosing to attend MVCTC and being self-motivated to pursue your academic courses online. In addition, you will be introduced to four different career technical rotations each quarter of this academic year. Congratulations!

Please share this letter with your family and plan to attend our required orientation meeting on Tuesday, August 5, 2025 beginning at 6:00 p.m. in the Founders Conference Room (A102). During this time, you will have the opportunity to learn more about your schedule, as well as meet your academic teachers, your program mentor who will serve as your coach and guide in your online learning courses, your career technical rotation instructors, and the administrators and secretary who will lead you in this program.

Your online courses will be managed by Jefferson County Public Schools Online & Distance Learning Department. For each of your required academic courses, you will have a licensed/certified instructor who will be the first point of contact for the course content and will be responsible for the grading of the coursework. Your MVCTC academic instructors will serve as coaches and be available to assist you with content questions in each specific academic area. Please remember that this program is a wonderful opportunity for you to earn early acceptance into your program of interest as a junior-level student here at MVCTC; therefore, your dedication to getting back on track or remaining on track for graduation is very important.

Important Names and Contact Information:

Name/Title	Phone Number	Email	Area of Responsibility
Mrs. Lisa Combs, Secretary	937-854-6292	lcombs@mvctc.com	Attendance, general information, early dismissals, initial inquiries
Mrs. Tracy Hetrick, School Counselor	937-854-6355	thetrick@mvctc.com	Academic, social, emotional, and other school-related concerns; course progression, scheduling concerns, and graduation planning
Mr. Ray Caruthers, Unit Principal	937-854-6081	rcaruthers@mvctc.com	Lead administrator and supervises all student discipline, student safety, and attendance concerns

We look forward to meeting you and your family in just a few weeks! Please contact Mrs. Lisa Combs if you have any immediate questions about this orientation or the school year.

Sincerely,

Mr. Eric Dolan
Director of Instruction



2025-2026 Calendar



4 - Independence Day
Campus Closed

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 - New Year's Day-Campus Closed
2 - No School-Secondary
5 - Staff In-Service
6 - Classes Resume
19- MLK Day-Campus Closed

4 - Schedule Pick-up
6,7,8 - Staff In-Service
11 - Juniors' First Day
12 - Seniors' First Day

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026

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15	16	17	18	19	20	21
22	23	24	25	26	27	28

13 - Midterm
16 - Presidents' Day-Campus Closed

1 - Labor Day-Campus Closed
12 - Midterm

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026

S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 - End of Third Quarter
13 - No School-Secondary

9 - End of First Quarter
10 - No School-Secondary
16 - Parent Teacher Conf. 3-7 pm
17 - Remote Learning Day

OCTOBER 2025						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026

S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 - Good Friday - Campus Closed
17 - Midterm & Remote Learning Day

7 - Midterm
26 - No School-Secondary
27 - Thanksgiving-Campus Closed
28 - No School-Secondary-Campus Closed

NOVEMBER 2025						
S	M	T	W	Th	F	S
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23	24	25	26	27	28	29
30						

MAY 2026

S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12 - Seniors' Last Day
14 - Juniors' Last Day
15 - Staff Last Day
15,18,19,20,21 - Make-up Days
25 - Memorial Day-Campus Closed

2,3,4 - Sophomore Career Days
4 - Soph. Open House 4:30-7 pm
18 - End of Second Quarter/
End of First Semester
19 - Staff In-Service
Secondary Staff No
Secondary Students -
Staff Early Release 11:30 am

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - Juneteenth - Campus Closed

Key

- Schedule Pick-up Days
- No School
- Staff In-Service
- End of Quarter
- Remote Learning Day

Dec 19. - Jan. 5 Winter Break
Campus closed **Dec. 24,25,31**