Orientation Night Checklist
Monday, August 18 | 4 to 7 p.m.

SPRINGFIELD-CLARK CTC CAREER TECHNOLOGY CENTER

Welcome to Springfield-Clark CTC! We know starting a new school can feel exciting and overwhelming. To help you feel READY, we've created a checklist of everything you need to do before the first day of school.

💡 *Pro Tip: Save time and skip the lines by completing several of the Get Setup section tasks before Orientation Night.*
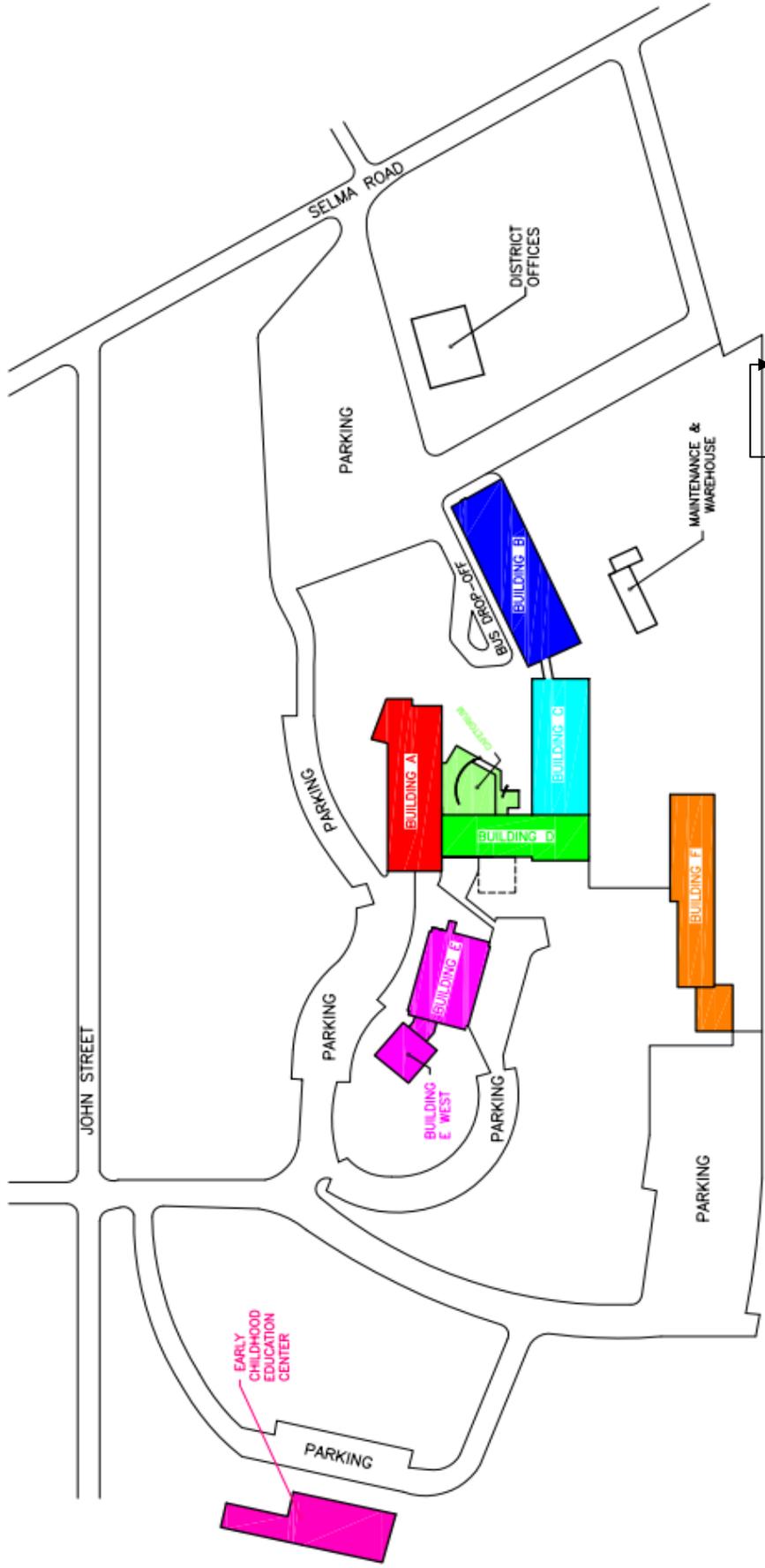
Get Setup ⓘ

	Task	Location
☐	Complete student information forms in FinalForms	SCCTC.org/FinalForms or Cafeteria-Back Half
☐	Setup student's PaySchools account	SCCTC.org/PaySchools or Cafeteria-Back Half
☐	Add funds to student's meal account in PaySchools	SCCTC.org/PaySchools or Cafeteria-Back Half
☐	Pay student fees *Fees may not appear until August 15.*	SCCTC.org/PaySchools or Cafeteria-Back Half
☐	Learn about Fee Assistance	SCCTC.org/Fees or Cafeteria-Back Half
☐	Get photo taken for Student ID	LRC in Building D

Get Oriented

	Task	Location
☐	Sign-in at your career-tech lab	Use the Map on the Back
☐	Pick up your schedule from your career-tech lab	Use the Map on the Back
☐	Walk your class schedule	Use the Map on the Back
☐	Find the Main Office	Building D
☐	Find the Attendance Office and Guidance Office	Building D

Get Connected

	Task	Location
☐	Attend a Jaguar Jumpstart at 4:15, 5, 5:45, or 6:30 p.m.	Cafeteria
☐	Setup your ParentSquare and StudentSquare accounts	SCCTC.org/ParentSquare or Cafeteria-Back Half
☐	Meet your School Counselor	LRC in Building D
☐	Meet the School Nurse and drop off medications	Clinic in Building A
☐	Follow CTC on Facebook and Instagram	SCCTC.org/Social
☐	Grab a selfie with CTC's mascot, Jasper the Jaguar	Selfie Spot in Building D

First Day of School: Wednesday, August 20!
*Half-Day Students: Plan to attend the FULL day at CTC.

Springfield-Clark Career Technology Center | 937-325-7368 | SCCTC.org
Get Ready at CTC. Career Ready. College Ready. Life Ready.

Campus Map

SPRINGFIELD-CLARK
CTC
CAREER TECHNOLOGY CENTER

Building A

1st Floor
School Nurse/Clinic (A103)
Culinary Arts (A104)
Dental Assisting (A110)
2nd Floor
Cosmetology (A200-202)
Technology Office (A208)
3rd Floor
Academic Classrooms

Building B

1st Floor
Applied Engineering (B112)
Auto Body (B110)
Auto Tech (B114)
2nd Floor
Academic Classrooms

Building C

1st Floor
Carpentry (C102)
Electrical (C104)
Heating & Air (C109)
2nd Floor
Academic Classrooms
Job Training

Building D

1st Floor
Auto Services (D102)
Learning Resource Center/
LRC (D104)
2nd Floor *Ground Level*
Attendance Office
Cafeteria
Guidance Office
Main Office
Jaguar Room Restaurant

Building E

1st Floor
Engineering & Architectural
Design (E525)
Health Academy EMT (E505)
Health Academy NA (E515)
2nd Floor
Academic Classrooms
Cybersecurity (E565)
Computer Graphic Arts (E566)
Digital Media (E585)
Software Programming (E575)
Building E - West
Criminal Justice (E555)
Health Academy MA (E545)

Building F

1st Floor
Forestry (F640)
Veterinary Science (F620)
Welding (F630)

Early Childhood Education Center

Education Exploration

SELMA ROAD

JOHN STREET

PARKING

DISTRICT OFFICES

MAINTENANCE & WAREHOUSE

BUS DROP-OFF

BUILDING A

BUILDING B

BUILDING C

BUILDING D

BUILDING F

BUILDING E

BUILDING E WEST

EARLY CHILDHOOD EDUCATION CENTER