

Getting Started at CTC

What to do – and when to do it.

Welcome to Springfield-Clark CTC! At CTC, we use a few different systems and apps to keep families informed and connected to their student's progress. Some may be familiar, others new—but all require you to create an account. Below is a simple guide showing when each tool will be available and when action is needed.

What you can do now

☐ Complete Initial Enrollment Forms

Create a parent account, complete Enrollment Forms, and invite your student to connect to your parent account.

**A second set of forms will need to be completed in FinalForms during the summer.*



SCCTC.org/FinalForms



937-325-7368 x245



Due: May 31



☐ Order Uniforms

Order your student's uniforms from The MacRay Company. CTC strongly suggests visiting MacRay to ensure correct sizing.



SCCTC.org/Uniforms



937-325-7368 x113



Due: July 10

☐ Save the Date for Orientation

Plan to attend Orientation with your student Monday, August 17. Drop in anytime between 4 to 7 p.m.



SCCTC.org/Orientation



937-325-7368 x113



August 17 | 4 to 7 p.m.



Coming in July

☐ Apply for Fee Assistance

CTC's Fee Assistance program is designed to help families with the cost of school fees, uniforms, and tool kits.

**Forms will be available July 15.*



SCCTC.org/Fees



937-325-7368 x118



August 31



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Coming in August



Complete Yearly Enrollment Forms

Complete yearly student info forms in FinalForms. These forms are in addition to the forms you completed in the spring.

**Students that do not have completed forms will not be able to participate in their lab.*



SCCTC.org/FinalForms



937-325-7368 x245



Due: August 26



Attend Orientation Night

Get your class schedule and find your classrooms!



SCCTC.org/Orientation



937-325-7368 x113



August 17 | 4 to 7 p.m.



Setup Meal Account

Add funds to your student's account for optional snack and beverage purchases.

**All CTC students receive FREE breakfast and lunch.*



SCCTC.org/PaySchools



937-325-7368 x118



Setup by August 18



Pay School Fees

Pay your student's school fees via PaySchools or pay with cash or card at Orientation on August 17.

**For a list of fees and information on Fee Assistance, visit SCCTC.org/Fees.*



SCCTC.org/PaySchools



937-325-7368 x118



Please pay by August 31



Register for ParentSquare

Confirm your phone number and get instant access to communicate with teachers.

**Information on school closures and delays are sent by ParentSquare exclusively (not on social media).*



SCCTC.org/ParentSquare



937-325-7368 x245



Due: August 31

