

"Careers Start Here"
Lycomingcareer
and technology center

Nathan C. Minium
Executive Director

Craig Skaluba
Superintendent of Record

Jan 31, 2025

Dear Parents/Guardians,

This letter is to assist you in completing the student application required for your student to begin the registration process for one of our CTE programs. This information is essential to a complete and accurate student profile that will be connected to the educational records of each student. Please allow for 15-20 minutes to complete the entire online application. The link to the application and helpful hints are included below.

Application link -<https://tinyurl.com/2p9ne42n>

(This link can also be found by school on our website- www.lycoctc.org)

Page 1 STUDENT INFO:

NAME- please make sure the first letter of the first and last name is capitalized!

GENDER- sex at birth only.

NEXT YEAR GRADE LEVEL- grade level for the next school year (25-26)

PARENT/GUARDIAN MILITARY? – only mark with a Y if parent is active duty military (Army, Navy, Air Force, Marines Corp, Coastguard, and FT National Guard) includes legal guardian or another person standing in loco parentis (such as grandparent or stepparent with who the child lives, or a person who is legally responsible for the child's welfare including a foster parent on active military duty.)

HEALTH PROBLEMS / ALLERGIES/MEDICATIONS- Please include any and all that we should be aware of. Cannot be blank- Write NONE if not applicable.

STUDENT STATEMENT-Students should answer, in their own words, with a brief statement "Explain how this LycoCTC program supports your career goal after graduating high school"

Page 2 HOUSEHOLD AND PARENT/GUARDIAN INFO:

ADDRESS- please put House NUMBER ONLY in the "Number" box, select your street name from the drop-down in the "Street". If your street name is not in the dropdown, simply type it in.

If the mailing address is different from the physical address, please uncheck the box and fill in the mailing address.

PARENT/GUARDIAN NAME- It is important that we have contact information for ALL parents/guardians and emergency contacts. To add an additional P/G, click on the green plus (+) sign. Please make sure you add a phone number and email address for each parent/guardian. *The only information we will have is what you provide here.*

CORRESPONDENCE- Please check for each parent/guardian that you wish to receive any correspondence we might send home.

The application link will expire on April 4th. Your counselors can give you more information about your "school specific" due date. We will then confirm program enrollment numbers/availability and provide each of our sending schools with tentative class rosters for student schedules by the middle of May. If your student does not get into the program they have requested, they will be notified by your school counselors and placed on a waitlist. We will work with each school during summer office hours to accommodate any changes. If you have any questions or need assistance with completing and submitting the application please contact your child's high school counselor.

Thank you for supporting your child as they take important steps to navigating their career path.

Sincerely,

Nathan Minium

Nathan C. Minium, Executive Director