



Crawford County Career & Technical Center

860 Thurston Road, Meadville, PA 16335

PH 814-724-6024 FAX 814-337-0602

DIRECTOR Kevin Sprong ASST. DIRECTOR Michael Costa

October 28, 2026

RE: Remote Learning Days – 2026–2027 School Year

Dear Parents and Guardians:

The Crawford County Career and Technical Center (Crawford Tech) is notifying families that Remote Learning Days will be utilized during the 2026–2027 school year. These days may be used in place of regular school days canceled due to inclement weather or emergencies. Remote Learning Days allow students to continue their education by completing learning activities and assignments provided by their instructors through Microsoft Teams. The use of Remote Learning Days will help minimize the need for make-up days during or at the end of the school year.

Families will be notified of a Remote Learning Day through Crawford Tech's notification system, using the same methods employed to announce school closings and delays. Notifications will be distributed by phone, email, and text message and posted on Crawford Tech's website and Facebook page.

Crawford Tech, in collaboration with the sending school districts, has provided students with the technology and online resources necessary to complete their schoolwork at home, including district-issued devices.

On a Remote Learning Day, all Crawford Tech activities will be canceled, and students should not report to the Career Center.

Student Expectations and Attendance

Microsoft Teams Access

Teachers will send an email to students with a link to meet as a class. Students will use their assigned Crawford Tech Email address to login to www.office.com to access this meeting link via email.

On a Remote Learning Day, students are expected to log in to Microsoft Teams at the beginning of their designated program session and complete all assigned work according to the following schedule:

- **AM Session:** 9:30–11:30 a.m.
- **PM Session:** 12:00–2:00 p.m.

Student attendance will be determined by verifying that the student has logged in at the designated program time. Students who do not log in will be marked absent and will remain absent unless a parent or guardian submits a written excuse in accordance with school attendance procedures.

Students who log in at their designated program time will have three (3) days to complete their assigned work.

Internet Access and Assignment Completion

Students who are unable to access the internet before or during a Remote Learning Day may obtain a hard-copy assignment before the Remote Learning Day, if available, or on the next regular school day. Students completing hard-copy assignments will have five (5) school days to complete and submit their assigned learning activities.

Staff Availability and Additional Information

All teachers and professional staff members, including counselors, and Administrators, will be available via email during a Remote Learning Day to provide assistance and answer questions.

This letter will also be available on the Crawford Tech website at www.crawfordctc.org under the **Resources** heading/**Students and Parents** tab. Families are encouraged to visit the website for additional information and updates.

Thank you for your cooperation and support in helping our students remain engaged during Remote Learning Days.

Respectfully,

Crawford Tech Administration