

June 27, 2018

Dear Student and Parent/Guardian:

Please review the uniform policy attached. Students do not need to purchase a smock unless their current smock does not come up to the guidelines. If you are planning to purchase a smock, please complete the enclosed order form and return to the Career & Technical Center by **Wednesday, August 1, 2018** so we can have the proper size in stock for you when school begins. Pricing and sizing are on the order form. Having two smocks highly recommended.

For the second year student, the curriculum includes *OPI Products Nail Kit*. This nail kit will enhance the employability of the student. The cost of the kit is \$106.00 (\$100.00 + tax \$6.00), and a deposit of \$56.00 is due on **Wednesday, August 1, 2018**. The remaining balance of \$50.00 is to be paid in two installments of \$25.00 each, by the dates indicated on the Fees form.

Please remember that your attendance at the Crawford County Career & Technical Center is important. You are accumulating hours to qualify for State Boards, and poor attendance could result in an unfavorable recommendation by me to the State licensing agency. In order to receive credit for your hours, you must adhere to all the uniform policy rules, and you must pass each nine-week grading period. Your grade will be a combination of the theory, practical and STEAD/daily grade.

If you have any problems or questions concerning these requirements, please contact the Student Services Department at the Crawford County Career & Technical Center.

In the meantime, have a great summer!

Sincerely,

Kristen Deets
Cosmetology Instructor
Crawford County CTC

KD:cj
Enclosures

cc: Kevin Sprong, Director, CCCTC