



Dear Parent/Guardian,

Thank you for choosing Western Montgomery Career & Technology Center (WMCTC). We are looking forward to a great start to the new school year. The enclosed information is important to your child's success here at WMCTC. A check list of what is included in this packet is below.

1. **Welcome Letter from our Director, Christopher Moritzen**: This letter contains information about uniforms and lunch here at WMCTC.
2. **Skyward login information**: Use this to access WMCTC's Skyward system for your child's grades, assignments, attendance and discipline.
3. **Student Handbook Receipt Form** (gold form): Please sign and return this form to WMCTC as soon as possible. Any delay in returning this form may interfere with your child's ability to participate in hands-on activities in their program area.
4. **SchoolMessenger and Lunch Access information**: These are directions to access school closing alerts, emergencies, and other communications. In addition is information to access your child's lunch account if your child is participating in a lunch program at WMCTC.

If you have any questions, feel free to contact Student Services during school hours at 610-489-7272 x 208 or email us at info@westerncenter.org. remember to check our website at www.westerncenter.org for updated information throughout the year.

Sincerely,

WMCTC Administration



WESTERN MONTGOMERY CAREER AND TECHNOLOGY CENTER

77 Graterford Road, Limerick, PA 19468
Phone (610) 489-7272 Fax (610) 489-8778

www.westerncenter.org

Serving the Pottsgrove, Spring-Ford and Upper Perkiomen School Districts

Dear Parent/s Guardians,

The Western Montgomery Career and Technology staff and I would like to welcome you to the 2018-2019 school year! I look forward to seeing all of our students and WMCTC on Monday, August 27, 2018.

We want this year to be a positive experience for both you and your student. With that goal in mind, we will be working to strengthen our community where your child can experience success and prepare themselves for their future endeavors. We recognize the important role that you, as parents, play in the education of your child and we believe that your support and input is essential to help us achieve that goal.

Visit our website at www.westerncenter.org to access our student handbook which outlines the expectations of all WMCTC students. Please review this information with your student and help him/her to understand the importance of these guidelines. After reviewing the student handbook with your student, please sign (and have your student sign) the attached Handbook Receipt form to acknowledge that you have read and understand the WMCTC policies.

Included are detailed instructions on how to complete our back-to-school forms electronically. It is essential that these forms be completed no later than **September 15, 2018**. Any delay in completing these online forms may interfere with your student's ability to participate in hands-on activities in the shop area.

If you need to order **UNIFORMS**, visit our website and click on "**For Parents & Students**", then choose "**School Uniform Online Store**" to place your order. Parents of 9th grade students who are enrolled in a cluster program are encouraged to visit the Principal's website, <https://www.westerncenter.org/domain/150> in order to get more information about freshmen uniforms, T-shirts, etc.

If you have questions, email us at info@westerncenter.org or call 610-489-7272 x 208.

Like our Facebook page or Twitter account to get up-to-date information on events at WMCTC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Moritzen'.

Christopher E. Moritzen
Administration Director

www.facebook.com/westernMontgomeryCTC

<https://twitter.com/WestrnMontcoCTC>



Parent name
 Address
 City state zip

Re: PARENT ACCESS TO SKYWARD for Student Name

Dear Parent/Guardian:

Welcome to Western Montgomery Career & Technology Center (WMCTC). WMCTC offers parents/guardians of our students the opportunity to view your child's progress in school online. You will have access to WMCTC's Skyward system that will provide you with your child's assignments, grades, attendance, and discipline. For access to WMCTC's Skyward, utilize the link <https://skywardfamilyaccess.iscorp.com/western> or follow the directions below. If you do not have computer access available at home, you can visit our campus in person, during regular business hours or by appointment, where we can assist you through this process. **It is important for you to complete the online Back-To-School paperwork for your child. Any delay in completing this paperwork may interfere with your child's ability to participate in hands-on activities in the program/shop areas.**

Instructions to access Skyward and complete the paperwork for your student.

1. Log on to our website, www.westerncenter.org
2. In the top right corner, under the blue "Employee Login" box, is the word **POPULAR**. Hover over that word, then choose the far left bubble, "**Student and Family Access**". This is the login page for Skyward. Enter your Login ID and Password. This is a temporary password - you will be asked to change it.

Your Login Information:

Guardian #1 Login ID:	Guardian #1 Password:	Guardian #2 Login ID:	Guardian #2 Password:	Student Login ID:	Student Password:

NOTE: If you have "***" next to "Password:" you changed your password in a previous year and should continue using that one.**

3. Once you're in Skyward, click on the blue link "Go To Online Registration For 'student name'" at the top of the page.
4. There are 7 steps to complete. On some pages, simple verification of information is required and others will need more specific information. **As you complete each page, be sure to mark the "complete this step" button at the bottom of the page before moving to the next page.** At the end of this process, there should be all green checkmarks.

If you have any questions, please feel free to contact us at 610-489-7272 x208 or info@westerncenter.org



Receive Emergency Notifications, School Closings, Alerts and Other School News...



To make sure that you're receiving school news and alerts in the ways that work best for you, Western Montgomery Career and Technology Center uses a program called SchoolMessenger. This program, which is also available as an app for smart phones and tablets, is one of the ways that we at WMCTC send out alerts, school news, school closings and emergencies. You receive email, phone calls and or/text messages directly from our school to you.

Currently, as an attendee of WMCTC, you are already enrolled in the system, but, if you would like to go in and customize how you are receiving these alerts, messages and other school updates, you can sign up for the free SchoolMessenger App. Simply go to:

<http://go.schoolmessenger.com> to download the SchoolMessenger mobile app for Apple and Android devices or use the web-based version from your internet browser.

Note: If you have other children attending WMCTC, they will be tied to your account by virtue of the email account you provide. Be sure to provide the same email account to WMCTC and to SchoolMessenger.

Lunch Information:

If your child participates in the lunch program at WMCTC, they will receive their lunch number on the first day of school.

If you would like to replenish your child's lunch funds, you may add money to their account in a one of two ways:

Check: Made out to...Upper Perkiomen Food Service Dept. (UPFSD)

Online at: www.schoolcafe.com (Registration is required. Directions below)

Registering for the www.schoolcafe.com account takes a few minutes. There is a convenience fee added when using this system as it will take credit card or ACH or debit payments. When registering, please list your child's school as Upper Perkiomen School District. This is because Upper Perkiomen School District manages our lunch system. If you have questions, please call our business office at 610-489-7272 or visit us online at www.westerncenter.org/foodservices.



Dear Student:

The STUDENT HANDBOOK will answer many of the questions you may have about the rules and activities at WMCTC. We hope that this will be helpful to you throughout the school year. We are looking forward to helping you have a good school year.

You are to read the handbook so that you are familiar with the rules. The handbook is available on our website, www.westerncenter.org, under “For Parents & Students” at the bottom of the page. You should also have your parents and/or guardians read the handbook. You and your parents and/or guardians must sign this form and return it to your technical teacher. **Any delay in completing this paperwork may interfere with your ability to participate in hands-on activities in the program/shop areas.**

Please give special attention to the following sections of the handbook:

- Page 9 and continuing pages regarding the Attendance Policy
- Page 18 and continuing pages regarding the Discipline Policy
- Page 25 regarding the Limerick Township Police Involvement and Level III Offenses
- Page 27 regarding Uniform Guidelines: Your instructional area will require a dress code or uniform that must be worn throughout the school year.

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With my signature below, I affirm that I have read and understand the WMCTC Student Handbook and its policies. I agree to comply with the policies and will abide by them.

Student Name (*Please Print*)

Program Name

Student Signature

Date

Parent/Guardian Signature

Date

PLEASE RETURN THIS COPY TO STUDENT SERVICES FOR YOUR STUDENT FILE!