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Welcome to the Sanford Regional Technical Center!

Dear SRTC Students and Families,

As the Director of SRTC, I'm excited to welcome both our returning students and new faces joining our Technical Center family. SRTC is more than just a school—we're your gateway to career success in an economy that desperately needs skilled professionals.

Building Tomorrow's Workforce Today

Right now, Maine and our nation face a critical skilled labor shortage. This creates unprecedented opportunities for our graduates, but success requires more than technical skills alone. Employers consistently tell us they need workers who demonstrate strong **employability characteristics**—the professional habits and mindsets that separate good employees from great ones.

At SRTC, we focus on developing six core employability characteristics that will serve you throughout your career:

 **Professionalism** - Presenting yourself with integrity, reliability, and respect in all interactions

 **Collaboration** - Working effectively with others, contributing to team success, and valuing diverse perspectives

 **Time Management & Productivity** - Using time efficiently, meeting deadlines, and maintaining focus on quality work

 **Critical Thinking** - Analyzing problems, evaluating solutions, and making informed decisions

 **Attendance & Punctuality** - Showing up consistently and on time—the foundation of workplace success

 **Communication** - Expressing ideas clearly, listening actively, and adapting your communication style to different audiences

These characteristics, combined with your technical training, will make you the complete professional package that employers are seeking.

Important Information for Families

Program Changes: If your plans to attend SRTC have changed, please contact Deanna Farrell at (207) 206-1784 or email dfarrell@sanford.org and your school counselor immediately. This allows us to offer your spot to another student.

100 Alumni Boulevard
Sanford, Maine 04073
207.324.2942

New Student Orientation

Date: August 27th at 6:00 PM

Location: Sanford Performing Arts Center

Parking: On campus and enter at Door 1 (Main Entrance) or Door 43 (Performing Arts Center Entrance)



We ***strongly*** encourage all new students and families to attend. You'll receive general information, learn about our expectations, and meet your program instructor.

First Day Details

SRTC School Year Begins: Tuesday, September 2nd for all Students

Session Times:

- **AM Session (7:50 AM - 10:05 AM):** First-year students
- **PM Session (10:55 AM - 1:10 PM):** Second-year students
- **One-Year Programs:** Career Exploratory, EMT, Firefighting, and Health Occupations students may be scheduled in either session

Important: Check with your high school regarding transportation. All partner schools provide transportation regardless of their session schedule. You're expected to attend SRTC during regular hours even if your high school has late arrival, early dismissal, or coordinated workshop days.

Transportation Policy: Students generally cannot drive to SRTC. Long-term driving exceptions require administrative approval and are only considered for extenuating circumstances.

Student School Photos: Students will take school photos for Infinite Campus on our first day of school (September 2nd). If Sanford students are having pictures taken for their annual school pictures, please have students dress in the outfit they want for their school photos.

First Week Activities:

- Review Student Handbook and program expectations
- Complete annual health records
- Submit student information release forms (if you prefer we not share photos on our website/social media)

Attendance: Your First Step to Professional Success

Attendance demonstrates the **Attendance & Punctuality** employability characteristic that employers value most. Missing just two days per month costs you 36 hours—over 10% of your valuable learning time! Our specialized training and learning cannot be duplicated in a regular classroom.

Our attendance policy supports your professional development:

- Up to 3 absences will have little impact on your grade
- Partner school-related absences are marked "ACT" (non-counted)
- Contact us at 324-2942 (attendance line) or email Stephanie Emmons at semmons@sanford.org

Planned Absence Form: Available in our Main Office or at:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/269541/Planned_Absence_Form.pdf

Your SRTC Support Team

Mrs. Deanna Farrell - Student Services Coordinator

Academic, personal, and social/emotional support; coordinates special education plans (IEPs, 504s)

Mrs. Jennifer Bartlett - Career Planning Coordinator

Career readiness through ASVAB testing, program assessments, concurrent enrollment, resume writing, interview skills, and career exploration

Mrs. Sally MacDougal - Workforce Development

Student ELO opportunities, job shadows, internships, preapprenticeships, and apprenticeships

Stay Connected

Infinite Campus: Students receive access early in the school year for grades and attendance. Parents must create a separate SRTC account by emailing Anne L'Heureux at alheureux@sanford.org

Communication Channels:

- Website: <https://www.sanford.org/o/sanford-regional-technical-center>
- Mobile App: "Sanford School Department, ME" (set SRTC as primary school)
- Facebook: "Sanford Regional Technical Center"
- X: [@SRTCME](#)
- Instagram: [@srtcme](#)

Important Dates

- **SRTC Conferences:** November 6th, 2:30 PM - 7:30 PM (by appointment)
- **Admissions Open House:** January 21st at 6:00 PM (Snow Date - January 28th)
- **SRTC Recognition Night:** May 21st at 6:00 PM at SRTC (Partner's Bank Gymnasium)

Your journey at SRTC is about more than learning a trade—it's about developing the complete professional skill set that will drive your success for decades to come. We're here to support you every step of the way.

Questions? Contact us at (207) 324-2942 or email us directly:

Matthew Petermann, Director

mpetermann@sanford.org

Michael Redmond, Assistant Director

mredmond@sanford.org

Welcome to SRTC—let's build your future together!

Matthew Petermann, Director