



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Dear Student and Parent/Guardian:

We are looking forward to the start of the 2025-2026 school year on August 20th, 2025. As part of the Introduction to Visual Communications program, you will be learning graphic design, advertising, pre-press, photography, and printing. Students will have the opportunity to learn various tasks including computer use, various software applications, photographic studio techniques, and printing operations.

Skills that will be helpful in maintaining student success are basic computer skills, note-taking skills, good reading comprehension, and study skills. Beyond skills, students must have a passion for art and want to push their creativity to have success throughout the year.

Report card grades will reflect evaluation in three areas: knowledge (assignments, projects and quizzes). Skills (a range of tasks that are prevalent in the visual communications industry). Lastly, but very important, work ethic (dependability, punctuality, cooperation, effort, etc.).

Students need to comply with the LCCTC uniform requirement. Visual Communications Center students' uniforms consist of a maroon shirt and black pants. Students must order uniform shirts through the link on LCCTC's website to order uniform shirts (www.lancasterctc.edu) under the Current Students tab. We suggest ordering at least two t-shirts and two long-sleeve shirts or sweatshirts. **Orders should be placed promptly to ensure the student will be in uniform on their first day of school.** Students must purchase black pants on their own. Sweatpants are not acceptable, neither are holes in the pants.

For the 2025-2026 school year, all book costs are being covered by LCCTC. The books will stay in the classroom and there is no cost to the student.

If you have any questions or concerns, please feel free to contact the office at the Lancaster County Career and Technology Center, Willow Street Campus at (717) 464-7050.

Sincerely,

Mark Seibert
Intro to Visual Communications Instructor

WILLOW STREET CAMPUS

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