



November 2, 2016

Dear Parents & Guardians,

The purpose of this letter is to clarify the schedule for Columbia High School's full-day and half-day CTC students. There has been some confusion in the past as to whether CTC students attend CTC when Columbia has an early dismissal or a day off.

All Half-Day CTC students **must attend CTC** on the following Columbia High School early dismissal days:

Oct. 27, 2016	March 27, 2016
Nov. 23, 2016	April 26, 2016
Dec. 23, 2016	May 25, 2016
Jan. 12, 2016	June 2, 2016
Feb. 1, 2016	

It is **optional** for all Full-Day & Half-Day Students to attend CTC when Columbia High School is closed full day. If Columbia students choose not to attend CTC on the dates listed below, they are not penalized by CTC; the absences are excused. The CTC buses will still come to Columbia at the scheduled full-day time at 7:25 AM and the half-day time at 11:25 AM if students still wish to attend CTC on the following dates:

Nov. 7, 2016	March 17, 2016
Nov. 8, 2016	March 20, 2016
January 13, 2016	May 26, 2016
January 17, 2016	

In the event of poor weather, the busing schedule will follow CTC's closings and delays. If Columbia is closed due to weather and CTC is open, the buses will still run for CTC based on their schedule but it is **optional** as to whether our Columbia students choose to attend CTC on those days or not.

If you have any questions about this request, please call me at the phone number listed below or email me at the email address listed below.

Sincerely,

Dr. Michael Smith
Principal
Columbia High School
901 Ironville Pike
Columbia, PA 17512
717-684-7500 x. 3403