



# High School Programs Newsletter

## November 2022

### Advising Day – Register for Winter 2023! (Student Account Hold)

There are **NO** classes on **Tuesday, November 1<sup>st</sup>** because registration for Winter quarter classes opens for continuing students (Monday, October 31<sup>st</sup> for those students connected to Disability Support Services).

- High school students will see a hold placed on their accounts called **HSP No Registration**. This hold prevents you from self-registering for classes because your HS Advisor does it for you. There is nothing you need to do or worry about as it's just a placeholder. **The hold is a way of assuring that LWTA students must contact their HS Advisor if they wish to add, drop, or swap classes.** Nothing has changed: LWTA students from the High School Program at LWTech have always been required to register with their HS Advisor.

Please use the links, listed below in this newsletter, to schedule an appointment with your HS Advisor. Students can choose an advising time on November 1<sup>st</sup> or later.

### Annual Student Information Update

**The Annual Student Information Update survey is still open!** Parents and guardians are required to review and update *Student Information* at the beginning of each school year. This will also provide families the opportunity to review and update student demographics. It is important for LWTA to maintain accurate contact information for each student and parent/guardian(s) throughout the year. Following the initial update window, parents/guardians may return and update information (contact information, medical information, etc.) whenever necessary. The deadline is on **November 30<sup>th</sup>, 2022**.

## There's Still Time to Enter! Pick-Up A LWTA Passport to College Today!

We launched the *Passport to College* activity that will take new students on a self-guided tour of the LWTech campus to discover important resources and learn what they can offer you as an LWTA student! Collect stamps from LWTech's staffs and answer questions at various locations across campus. Redeem your completed Passport at the High School Programs office in E214 to receive a prize (made available by LWTech Bakery and Machining program departments) and enter a grand prize drawing for a chance to win an Amazon Kindle! **Prizes will be available through Fall quarter and a grand prize winner will be drawn at the end of the quarter on December 1.**

## Student Action Needed: Profile Photo Required

We previously mentioned that we use Skyward to communicate important messages to students/parents. This is also our student management system to maintain student information. **High School Programs is currently working on updating student files and we need to take your headshot!** This is needed to confirm the student's identity when they check in; especially if the student doesn't have a student ID with them. If you haven't already, please stop by the office at E214 to get your photo taken or send a photo to [highschoolprograms@lwtech.edu](mailto:highschoolprograms@lwtech.edu). We will also send out notices to students who are missing photos. We appreciate your cooperation.

## Set Up Your LWTech Student Email and Tech Support Information

**Communication is essential to success! Set up and regularly use your LWTech student email.** It is possible to forward all LWTech email messages to a private email address.

Important note: High School Programs cannot troubleshoot password reset and tech issues.

If you need assistance with any LWTech technology (Email, Canvas), contact the student IT Helpdesk at (425) 739-8100 x8603 OR their direct line (425) 576-5865, and by email at: [helpdesk@lwtech.edu](mailto:helpdesk@lwtech.edu).

## How to Get a Student ID Card

Student photo ID cards are available at no charge for currently enrolled students. ID cards serve as a library card and give access to the printing/copying.

Student IDs can be requested in person at [Enrollment Services, West Building, W200](#).

Or you can order your Student ID via our safe and secure [form](#)! Online orders can take up to two weeks to process.

Students requesting an ID card will need the following items:

1. Picture identification
2. Student Identification Number (Same as ctcLink ID number)
3. A copy of your current class schedule (proof of registration)

## Scholarship Reimbursements

The deadline to submit the program cost scholarship for Fall quarter has passed. We will not accept any applications if submitted after October 3<sup>rd</sup>. After the initial deadline, we do not accept requests for previous quarters. If your application was approved, we will notify you via text or email when your program cost scholarship reimbursement check is available to pick up.

## LWTech Tutoring Resources and Joining TRIO

LWTech and TRIO offers to students FREE in-person and remote support services like:

1. TRIO One-on-One Tutoring
2. Learning Lab Drop-In Tutoring
3. eTutoring via Canvas
4. Supplemental Instruction

Find out if you qualify for TRIO! Call (425) 739-8361, email [TRIO@LWTech.edu](mailto:TRIO@LWTech.edu), or visit their website at [LWTech.edu/TRIO](http://LWTech.edu/TRIO).

## Campus Dining: LWTech Bakery and Food Trucks (New!)

Have you checked the campus dining options at LWTech?

1. This year, the Office of Student Life and Facilities and Business departments have arranged for **food trucks to visit campus between 10am – 2pm!** Food trucks will be under the Library! Sign up for reminders.
2. **LWTech Bakery is now open on Tuesdays, Wednesdays, and Thursdays from 9:00am - 12:30pm.** They have a full menu to offer along with weekly specials. Go check them out and support the Bakery Arts program!

## Transportation Assistance (ORCA Cards)

Did you know? We offer two kinds of ORCA cards.

1. Youth card with no monetary value (tap and go!) for ages 18 and younger
2. ORCA card with monetary value for ages 19+

To request a card, stop by High School Programs office at E214 to pick up an application.

## Books and Tools Reminder

**All books, tools, laptops and hotspots are due on or before the last day of the quarter, December 9<sup>th</sup>.** If you no longer need your textbooks, you may return them to our office in E214. Books must be returned to a High School Programs staff person in order to clear your account.

## Advising Load

- Academy / Direct Entry / Open Doors
  - A-J: Brenda Forsse
  - K-Z: Reinhart Earhart
- Running Start
  - A-L: An Chu
  - M-Z: Dana Nasby
- Underage Enrollment: An Chu

## Legend Links

- |                    |  |   |
|--------------------|--|---|
| • An Chu           | <a href="mailto:an.chu@lwtech.edu">an.chu@lwtech.edu</a>                     | <a href="#">Schedule an appointment</a> |
| • Reinhart Earhart | <a href="mailto:reinhart.earhart@lwtech.edu">reinhart.earhart@lwtech.edu</a> | <a href="#">Schedule an appointment</a> |
| • Brenda Forsse    | <a href="mailto:brenda.forsse@lwtech.edu">brenda.forsse@lwtech.edu</a>       | <a href="#">Schedule an appointment</a> |
| • Dana Nasby       | <a href="mailto:dana.nasby@lwtech.edu">dana.nasby@lwtech.edu</a>             | <a href="#">Schedule an appointment</a> |

## Important Dates

- **Oct 31** – Priority registration opens for Winter/Spring 2023 (for students registered with DSS)
- **Nov 1** – Advising Day! (no classes) Registration opens for continuing students for Winter/Spring 2023
- **Nov 3** – New student registration opens
- **Nov 8, 15, 22** – Winter 2023 HOP Information Session; register [here!](#)
- **Nov 11** – Veteran’s Day (no classes)
- **Nov 23** – Last day to withdraw from Fall 2022 classes
- **Nov 24 through 26** – Thanksgiving Holiday (no classes)
- **Nov 30** – Annual Student Information survey via Skyward closes
- **Dec 9** – Last day of Fall quarter; return books/tools deadline
- **Dec 16** – Fall quarter grades available online via LionsLink

**Note:** The Lake Washington Technical Academy is not part of the Lake Washington School District and does not follow their closure system. Please refer to LWTech’s website to find out if the campus is closed for any reason.

## Do You Have Questions? Contact Us.

Office: (425) 739-8107 | Email: [highschoolprograms@lwtech.edu](mailto:highschoolprograms@lwtech.edu)



# HERE TO LISTEN



FREE & CONFIDENTIAL

**MENTAL HEALTH COUNSELING**

FOR LWTECH STUDENTS

For appointment information and additional mental health resources, visit:

**LWTech.edu/Counseling**

Appointments available virtually and in-person



IF YOU ARE EXPERIENCING  
A HEALTH-RELATED  
EMERGENCY, PLEASE  
CALL: 9-1-1,  
CAMPUS PUBLIC SAFETY  
(425) 739-8224, OR  
THE 24-HOUR CRISIS LINE  
(866) 427-4747

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMATS TO INDIVIDUALS WITH DISABILITIES BY CONTACTING (425) 739-8300; TTD 711; OR BY EMAIL AT COUNSELING@LWTECH.EDU.

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