



## HEARTLAND TECHNICAL ACADEMY

RCC Campus, One College Park, Decatur, IL 62521

Bret Hitchings, Director/Principal

Office (217) 872-4056, Cell (217) 620-4925, Fax (217) 876-0918

TO THE PARENT/GUARDIAN OF

<Student Name>

<Student Address>

<City, State, Zip>

August 3, 2020

Dear Parent or Guardian:

<Student Name> is enrolled in the <Course> Program at Heartland Technical Academy for the 2020—21 school year in the <AM or PM> session. The morning session is from 8:15 to 10:15 a.m.; the afternoon is 12:20 to 2:20 p.m. Please work with your High School counselor to confirm enrollment in this HTA program. If this assigned program and session time is different than the schedule given to you by your high school, please let us know by calling 217-872-4051.

**THE FIRST DAY FOR HTA STUDENTS IS Monday AUGUST 17.** The first week will be **REMOTE LEARNING DAYS** for all students. Please do NOT report to the Heartland Technical Academy/Richland Community College campus. Your instructor, <Instructors Name>, will be contacting you prior to your first day of remote learning. You should be contacted by your instructor before Friday, August 14<sup>th</sup>. **If you have not heard from your HTA instructor by 10:00 a.m. on Friday, August 14<sup>th</sup>, please contact the HTA office at 217-872-4051 to confirm your correct contact information.** Instructors will discuss specifics of your HTA program including any needed materials/supplies, classroom expectations, and safety guidelines for the upcoming school year. Instructors will also provide information regarding instruction for your program – whether it will be on campus/face-to-face instruction, remote learning, or a blended format. Each HTA program will have its own approach based on course content, available space, and need to access equipment and supplies on campus.

A copy of the full HTA 2020—21 school calendar is posted on our website at [www.tech-academy.org](http://www.tech-academy.org). **PLEASE NOTE: the Engineering Tech program is taught by RCC instructors. Students in that program will follow the RCC calendar. The RCC calendar is available on their website [www.richland.edu](http://www.richland.edu).**

We will also keep up-to-date information on prescreening requirements and mask requirements on our website at [www.tech-academy.org](http://www.tech-academy.org). These plans are subject to change at any time and updates will be shared on our website. You can also keep up with our latest announcements by following us on Facebook.

Despite the challenges that are presented to us all today, we are looking forward to working with your student this school year. Heartland Technical Academy is dedicated to providing experiences that build technical skills and instill work ethics that prepare students for college and career success. We want to make a positive difference on the lives of our students and will do our very best to help them prepare to be successful in the future. Any questions about us or the opportunities we have available can be answered by contacting the HTA office at 217-872-4051. This is also the number to call for attendance or to discuss issues that may arise with learning activities that are completed remotely.

Sincerely,

Bret Hitchings  
Director