



**Wexford-Missaukee**  
Intermediate School District

9901 East 13<sup>th</sup> Street  
Cadillac, MI 49601  
231.876.2200  
231.876.2212 fax  
www.wmisd.org



**Career Technical Center**  
**Administration**

David J. Cox  
Director of Career Technical Education  
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Charlie Schwarz  
Assistant Director/Principal  
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*'The Mission of the  
Wexford-Missaukee Area  
Career Technical Center is to  
prepare high school and adult  
students for career success and  
continuing education in a  
technical environment for a  
changing society.'*

**Proudly Serving**

Cadillac  
Lake City  
Manton  
Marion  
McBain  
Mesick  
Pine River

**'Helping Schools  
Help Students'**



**EQUIPMENT CHECK LIST**

All equipment that is the property of the ISD must be checked out with the secretary and signed out on appropriate sign sheet. School equipment is not to be used for personal use. Please return equipment to ISD no later than return date on sign out sheet. Broken or damaged equipment should be reported to immediate supervisor.

**REMOVAL OF AND PERSONAL USE OF SCHOOL  
EQUIPMENT**

No equipment belonging to the Intermediate School District is to be removed from classrooms, offices, laboratories or other Intermediate School District premises without prior approval from your immediate supervisor. The [Request for Off-Premise Equipment Usage Form](#) should be completed and turned into your immediate supervisor for approval.