



February 8, 2024

Dear Student and Parent/Guardian:

This letter is to inform you and your student about our upcoming College and Career Readiness Conferences (CCR's) for each of our 11th grade students at Murray High School. As part of this process, **we will be discussing your student's specific progress towards graduation**, future college/career goals, ACT testing, how to look for scholarships, the importance of applying for financial aid in the future, and other information that can help your student be successful during high school.

Conferences will be 30 minutes in length and will begin on **Monday, March 4th, and continue through Friday, April 26th**. The conferences will be with you, your student, and your student's counselor and are by appointment only. Your student's counselor is listed below according to **LAST NAME** of your child. In an effort to increase parental attendance, you will schedule your conference through our school website:

mhs.murrayschools.org

You will need to schedule your individual conference by going to the above link beginning **Monday, February 12th**. **You can schedule your appointment using the on-line portal until Friday, February, 23rd**. Any appointments not scheduled on-line during the above dates will be scheduled for you and a postcard will be sent home with the specific day/time for your appointment. It is to your advantage to schedule your appointment on-line so it works best for you and your child. Appointments fill up quickly so please schedule your conference as soon as you can. We look forward to meeting with you and your child.

Instructions for scheduling your appointment are on the reverse side of this paper.

If you have any questions or concerns, please contact us at 801-264-7464 to speak with our secretary, Dana Adams.

Thank you,

Murray High School Counseling Department

Ms. Wendy Sanders A-D

Ms. Stacey Murdoch E-K

Ms. Amy Knox L-Q

Ms. Lisa White R-Z

How to set up your CCR

Step by Step Scheduling Instructions

1. Visit the school's homepage at: **mhs.murrayschools.org**
2. Select: **Online Scheduler link**
3. Once you are at the: **Online Scheduler Home Page:**
 - a. Choose your school (Murray High School) from the drop down list
 - b. click **"GO"**
 - c. Enter the school password for Murray High--
The password is: SPARTANS (all caps)
This is the most important step!
 - d. Enter the student's Murray High School "Student ID". This is your student's (lunch) number.
 - e. Verify your student's date of birth.
 - f. **Your counselor will be displayed. Check the box next to the name of your counselor according to your student's LAST NAME.**
 - g. You will then see available time slots to schedule your appointment.
 - h. Select the day and time that works best for your schedule.
 - i. Enter your e-mail address (highly recommended) if you would like an e-mail reminder sent to you. (Your e-mail address is kept private.)
 - j. Once you have finished, you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (you will need this number to cancel your appointment)

Have Questions or need help?

Contact the school's Online Scheduler™ specialist

Name: Dana Adams

E-mail: dadams@murrayschools.org

Phone: 801-264-7464

Monday-Friday: 7:30 a.m. - 2:30 p.m.