

March 19, 2024

Dear Student and Parents/Guardians;

PCCR (Plan for College and Career Readiness)/Registration meetings for Freshman will take place Tuesday, March 26, Wednesday March 27, and Thursday, March 28 in the evening at the Sky View High School Media Center. During this meeting, students and counselors/advisors will review educational, career goals and graduation requirements. Students will also register for classes for the 2024-25 school year at this time.

Your student should have received a QR code to access the PCCR Guide Book, a registration form and instructions on how to access the online program to schedule your PCCR appointment during their class meeting assembly. In order to best utilize your 15 minute appointment, please review this information with your student and complete both sides of the registration form prior to your scheduled appointment. If your student did not attend the meeting and does not have these registration items, they may be picked up in the counseling office.

In order for you to be able to schedule an appointment, you must use our **online scheduling program**. Please select a day and time that works best for you and your student. The window to schedule an appointment is March 19–March 28. The instructions for accessing this program are on the back of this page.

Students who have an IEP **do not** need to schedule an appointment.

We look forward to meeting with you!

Sincerely,

Sky View High
Counseling Department

Instructions for using Online Scheduling Program for PCCR Appointments

Open Window available to access the Online Scheduler
March 19--March 28

1. Go to Sky View's homepage (www.ccsdut.org/Skyview) and select the PCCR Appointments scheduler link under Quick Links
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the school password (**Bobcats**)
 - c. Click the LOOKUP STUDENT ID button
 - d. Enter in your student's first name, last name and birth date
 - e. All appointments will be scheduled under Kathy Coulam
 - f. Select the day and time that works best for you
 - g. Enter your email address (recommended) if you would like an email reminder sent to you (Your email address is kept private)
 - h. Once you have finished, you can confirm your appointment details and print your conference schedule.
 - i. **Write down the Confirmation Number (you will need this number if you need to cancel or reschedule your appointment)**

If you need help, you may contact:

Kathy Coulam

kathy.coulam@ccsdut.org

435-563-5731