



Vista Heights Middle School

Home of the Blackhawks



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Dear Freshman Parents:

The counselors at Vista Heights Middle School will be conducting College and Career Readiness appointments (CCR's) with 9th grade students during the month of September. This 20 minute meeting between parent, student, and counselor is a great opportunity to review your student's progress plan for success in high school. Experience has shown that parent involvement is very important, so we ask that you attend this meeting if possible.

Here are the step-by-step instructions on how to make this appointment on-line:

1. Visit the school's homepage by going to vistaheights.alpinedistrict.org. Click on the Online Scheduler icon/link.
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 which is ***Blackhawks***.
 - c. Enter your student's "Student ID" _____.
 - d. Verify the student's birth date.
 - e. A list of counselors will be displayed. Check the box next to your child's counselor. Counselors are assigned by last name:
 - i. Last name A - D is Mr. Tom Wiltbank
 - ii. Last name E- J is Mr. Robert Ringger
 - iii. Last name K-O is Mrs. Karen Pauga
 - iv. Last name P-S is Mrs. Jenn Webb
 - v. Last name T- Z Mrs. Heather Preece
 - f. If you have more than one student in the school, you can see all of the counselors' schedules at one time by answering YES to this question: "Do you want to schedule conferences for another student?" Then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for the counselor you selected.
 - h. Select the time that works best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished, you can confirm your appointment details and print your appointment schedule.
 - k. Write down the Confirmation Number. You will need this number if you need to cancel or re-schedule your appointment.

If you are unable to make your student's CCR appointment, you may call the counseling office between 8:00 am – 3:00 pm and we can assist you in rescheduling the appointment. Any student who does not have an appointment made by Thurs Sept. 3rd will have an appointment time made for them. We will then let you know what that appointment time will be.

Please contact the Counseling office and ask for Trudy Lewis if you have any questions at 801.610.8771