

Scheduling Your PCCR Meeting (Plan for College & Career Readiness)

For your convenience, PCCR appointments with your student's counselor will be scheduled on-line by parents/guardians. Listed below are step-by-step instructions on how to schedule your student's appointment online. There are limited dates and time available so please schedule an appointment as soon as possible to ensure a time that meets your needs. Since Ms. Oleson, Mr. Cox, Mrs. Sneddon, and Mr. Bills meet with every 8th grade student, it is important that you arrive on time and keep your appointment. PCCR appointments are held in the Counseling Center, which is the 3rd door on the left down the main hallway.

To schedule your student's PCCR appointment:

1. Visit the Fort Herriman Middle School homepage: **fortherriman.org**
2. Select the Students and Parents tab and click on online scheduler. Click on the Online Scheduler icon.
3. From the Online Scheduler home page:
4.
 - a. Choose FHMS PCCR from the middle schools drop down list and click "Go."
 - b. Enter the password (**diamondbacks**).
 - c. Enter your student's "Student ID." If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student's birth date.
 - e. You will then see the available time slots for your student's counselor.
 - f. Select the time that best works for your schedule.
 - g. Enter your email address 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 PCCR appointment schedule.
 - i. Write down the Confirmation Number.
(you will need this number to cancel or change your appointment)

Need help? Contact the Counseling Center at (801)412-2455