



Carbondale Community High School

TRADITION OF EXCELLENCE



August 2019

Dear CCHS Students and Families,

As the CCHS College & Career Counselor, I work closely with class counselors and students as each class takes steps toward graduation. Listed below you will see my primary duties related to each class along with the additional tasks that I coordinate for the school.

Seniors: I will visit each of the ten Government classes before September 1st to reintroduce myself and remind seniors that I am here to provide work space and support related to the application process, review essays, review financial aid options, discuss final post-secondary decisions and coordinate college visit meetings. I am here as a general resource for seniors, and I work closely with Ms. Sabens in an effort to assist all of our seniors as they apply, evaluate and decide the best post-secondary pathway for them. I will meet with seniors twice this year in Government/Civics classes, and every senior will receive a pass to work on post-secondary tasks in my office ahead of November 1. Seniors are encouraged to request time to work on application/post-secondary tasks in my office by emailing me or completing a purple request sheet that requests 'time to work'.

Juniors: I will meet with juniors 4 times this year through American History classes, and on an individual basis as requested. My message to juniors will include tips on how to manage a productive junior year, how to best prepare for upcoming assessments, how to plan for senior year, and I will coordinate with Ms. Antrim to deliver group guidance related to best practices for completing your college/career search and narrowing your list of options by the end of this year. Good grades, personal wellness and seeking support as needed are priorities this year!

Sophomores: Students and families will receive information in January related to an opportunity to meet with me to review your future course options, plan your assessment schedule and get a jumpstart on the college/post-secondary planning. Meetings will take place at the end of January/start of February. I will also coordinate with Ms. Krutsinger this year to deliver information through Naviance and classroom guidance related to developing your interests/options & meeting personal goals.

Freshmen: Your priority is to get used to high school, learn about your interests, get involved and work closely with Ms. Koester, your class counselor. I will collaborate with her throughout the year related to group lessons and plans for your class, but you will not see much of me until sophomore, junior and senior year.

I am also the primary contact for all things related to college and career visits to CCHS, Naviance programming, Awards Night/local scholarships and the National Merit Scholarship Program.

Looking forward to a great year ahead,

Erinn Murphy

College & Career Counselor

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