

MURRAY MANOR CAMPUS
IMPORTANT INFORMATION

New Registrations: If you need to register a new student or know of anyone who needs to register a new student, please notify the school office at 619-668-5865.

Free/Reduced Lunch Applications: The free/reduced lunch applications must be filled out each school year. The application information does not carry over from the 2015-16 school year. We highly encourage all families to fill out the application. They are provided in the 1st day Back to School envelopes sent home, can be picked up at the school office, or you may go to the La Mesa-Spring Valley Schools web site at www.lmsvschools.org or mealapplication.lmsvsd.net to submit an application electronically.

Absences: Report absences any time, day or night, by calling our attendance line at (619) 668-5865, press 2, or to speak to our Attendance/Health Tech directly, ext 1489.

Extended School Services (ESS): Extended School Services will be open at Murray Manor for the 2016-2017 school year. If you are interested in ESS, please call the District Office at 619-668-5700 ext. 6406.

Get School Updates: On our school webpage www.lmsvschools.org/MurrayManor and/or follow us on our social media sites **Facebook** (Murray Manor Page) and **Twitter** (Gina Miller@MUM_principal).

Website: Please use our school website to view our calendar, download forms and permission slips, gain pertinent information, look up dates/times of events, and email teachers and staff. All staff emails: firstname.lastname@lmsvschools.org

Do We Have Your Email Address? Our school's primary source of communication is parent email. If you have not given us your email address, please do so ASAP. Please inform our office of your email address whenever it changes (please note that our school cannot provide PTA with your email address, so remember to give PTA your email as well if you would like to receive PTA Email Blasts).

PTA Email Blasts: Provide MUM PTA with your email address to receive our PTA Email Blasts, another way connecting our families and our school.

Do We Have Your Primary Phone Number? Since we may need to call you at anytime during the day, your primary phone number is best for us. Please always update your phone numbers and address with us. Let us know which numbers you would like to use to receive school "All Calls," or if you would prefer to opt out of receiving "All Calls."

Hours: Our office staff is happy to help you between the hours of 7:30 am – 3:30 pm, Monday – Friday. Kathy Urich, School Office Manager Kathy.Urich@lmsvschools.org