



Welcome Back!

I am so excited to start my first full year as the Administrative Secretary at Grant Elementary. Before transferring here last March, I worked at 2 other schools in the Murray City School District during the past 17 years. However, I love being a Bulldog and I love our kiddos! Please see the following items for some important office information.

Attendance:

- Regular attendance is critical to a student's success. All absences must be excused within 5 days of their occurrence. Classroom teachers appreciate knowing when a student will be absent but they CANNOT excuse the absence! Here's how to contact me:
 - Call (801) 264-7416 and press option #1 OR
 - Email me at lmartinez@murrayschools.org OR
 - Message me on ParentSquare.
- If you need to check your student out early, you must come in to complete a form and your ID must be verified on Aspire. Please avoid checking students out during the last 15 minutes of school as teachers are often winding up daily instruction.

Visitors and Volunteers:

- Thank you for being willing to help us!
- All visitors and volunteers must check in at the main office.
 - Volunteers are subject to a criminal background check.

Happy to Help:

- I am here to help in any way I can to make sure this school year is happy and productive for your student and for you! I have 4 children and 5 grandchildren of my own so I understand the struggles that parents encounter. Please reach out if I can do anything to make things easier!