

# Cold Spring Harbor Junior-Senior High School

Celebrating 50 Years of Excellence 1962-2012

82 Turkey Lane • Cold Spring Harbor • New York 11724-1799  
(631) 367-6840 - Guidance (631) 367-6900 – High School  
(631) 367-6800 – Junior High School  
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Principal  
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August 27, 2012

Dear Parents,

I hope this letter finds you still enjoying the last few weeks of summer as we get ready to turn the calendar to September and the start of another school year. I would like to bring you up to date regarding some significant features which we have added to our eSchool online grade reporting system, as well as provide you with the information necessary so you may obtain your son/daughter class schedule for the 2012-2013 school year:

### **The Parent Portal and eSchool Gradebook**

**This year, you and your child will be able to access their grades “live” in all classes.** This means you will have the ability to monitor progress on class exams, homework and labs, quizzes and other major assignments as they are inputted by the teacher. What it will not provide is an up-to-the-minute course average; this type of information cannot be accurately computed until the end of each marking period. However, it will provide you with an overall picture as to how your son/daughter is progressing in the class. We also hope this access to the eSchool Gradebook will facilitate even better communication between teachers, students and parents. Please note that you may not see any grades entered until the school year is a few weeks underway. In addition, like last year, you will continue to receive progress and report cards electronically throughout the school year.

### **Accessing Your 2012-2013 Student Schedule**

**Please visit the main page of the Junior-Senior High School website** for instructions on accessing student schedules as well as information concerning the online Gradebook features. **Student schedules will be available on the Parent Portal beginning at 5:00 p.m. on Friday August 31<sup>st</sup>.** Please note that that these schedules will also contain information regarding your child’s locker number and combination. In addition, a chart listing all available electives can be found on the school website.

### **Schedule Change Requests**

On the school website, you will see a copy of the **Request for Course Change form** which is to be completed and dropped off in the Guidance Office by your son/daughter during the first few days of school. Counselors will handle requests for schedule changes first for students who have significant errors in their schedule such as a missing class or incorrect level, and then in descending grade-level priority order. Grade 7 and 8 requests will be handled by Ms. Pickering exclusively. **Students must follow the original schedule until the requested change appears on the portal. If the requested change cannot be made, the counselor will send a Home Room message to the student, which might be that he or she has been placed on a wait list. Please note that requests for teacher changes cannot be honored.**

### **Other Important Reminders**

- Any **seniors planning on driving to school** this year must attend our mandatory annual safe-driving workshop with a parent on Monday, September 10<sup>th</sup> at 7:30 p.m. in the PAC.
- Senior Parent Meeting: ***The College Application Process*** September 6<sup>th</sup> at 7:00 p.m. in the PAC.
- ***Financial Aid Information Night*** follows the senior parent meeting on September 6<sup>th</sup> for **grades 9-12 parents** at 8:00 p.m. in the PAC.
- Please join us on September 12<sup>th</sup> for our first **Junior-Senior High School CFA meeting** at 9:00 a.m. in the PAC.
- You will be receiving additional correspondence regarding our upcoming **Back to School Nights**; High School on September 27<sup>th</sup> and Junior High School on October 4<sup>th</sup>.

We are looking forward to the first day of classes on September 4<sup>th</sup>. Remember, first period starts at 7:45 a.m.!

Sincerely,

Jay Matuk, Principal