

Cold Spring Harbor Junior-Senior High School



COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT
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Jay H. Matuk
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Dear Parents and Guardians,

I hope this letter finds you and your family enjoying these last few weeks of summer. The purpose of this correspondence is to provide you with the information necessary so you may obtain your son/daughter's final class schedule for the 2016-2017 school year.

Accessing Your 2016-2017 Student Schedule

Schedules will be available on the Parent Portal after 5:00 p.m. on Friday, August 26th. Please note that these schedules will also list your child's teacher and room assignment, class period, counselor assignment, locker number and combination. You may also find further information by visiting the Counseling Center webpage at www.csh.k12.ny.us/ourschools/cshjrsrhs/counselingcenter for instructions on accessing student schedules. In addition, a chart listing all available electives can be found there.

Schedule Change Requests

This past year, our guidance counselors and scheduling team spent many months insuring that the schedules that were made available to you at the end of last year were accurate and reflected all requests made at that time. If a scheduling change is requested, please use the **Request for Course Change form**. This form can be found on the Counseling Center website. All completed forms must be dropped off in the Counseling Center by your son/daughter during the first few days of school. Our counselors will be reviewing these requests by priority order, not on a first come, first serve basis. Please do not call or email counselors prior to the start of classes on September 1st as they will be enrolling new students and working on transcripts from summer school students.

During the first few days of school, counselors will first address requests for level changes (i.e. dropping an Honors for a Regents level class) or simply adding or dropping individual courses. **All Students must follow the schedule available on the portal on August 26th.** If a change is approved by the counselor, it will appear on the portal during the first week of classes. If the requested change cannot be made, the counselor will send an email to the student and parent. **Please note that requests for teacher changes cannot be honored, nor can those involving a period-for-period switch for the same course or lunch.**

Other Important Calendar Reminders:

- All 8th grade students will be participating in a full day fieldtrip to the Caumsett Outdoor and Environmental Education Center on Thursday September 8th.
- All 12th grade student drivers are required to attend (with a parent or family member) a *Safe Driving Presentation* in the PAC on Monday, September 12th at 7:00 p.m. in order to drive on campus for the 2016-2017 school year.
- Please join us on September 20th for our first Junior/Senior High School CFA meeting at noon in the JHS Library.
- You will be receiving additional correspondence regarding our upcoming Back to School Nights; High School on October 6th and Junior High School on October 13th.

We are looking forward to the first day of classes on September 6th. Remember, first period starts at 7:45 a.m.!

Sincerely,

Jay Matuk
Principal