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#WeAreSachem

Sachem Central School District

June 2023

Dear Sachem community,

We would like to provide you some information regarding the schedule of school counselors during the summer. High school counselors will be available **Tuesdays, Wednesdays, and Thursdays from 7:30 AM to 2:30 PM**. The offices will be closed from **Friday July 14th through Monday August 7th**. The high school Guidance offices will reopen on **Tuesday August 8th**.

The parent portal will be open from **Monday June 26th through Monday July 10th** for you to view course requests. Please note that these requests may have changed based on conversations between you and your child's counselor since they were originally entered in the spring.

If you or your child are requesting any changes to their schedule you must contact the Guidance office by no later than **Tuesday July 11th**.

After **July 11th**, schedule change requests will **only be** honored for the following reasons:

- Course failure resolution (a student failed a course in the 2022-2023 school year and must retake it, thus removing something from their schedule).
- An open period that must be filled other than an assigned lunch period.
- A missing course request.
- Post-High School Plan Change (a student changes their desired major in college or changes their career path and wants to take courses to better prepare them for the new path).

No other schedule change requests will be honored.

We will be strictly following the deadlines to maintain appropriate class sizes to continue to offer the wide variety of programs that we do.

Your cooperation with this extremely important aspect of your child's education is greatly appreciated. Please contact your school counselor if you have any questions.

Sincerely,

Kevin Miller, Ed.D.
Administrator for Guidance
and College & Career Counseling

KM:dv

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