



# Sachem Central School District Administrative Office

51 School Street  
Lake Ronkonkoma, NY 11779

Kenneth E. Graham, Ed.D.  
Superintendent of Schools

Anthony J. Mauro, Ed.D.  
Assistant Superintendent for Student  
Support and Administration  
(631) 471-1350  
FAX (631) 467-2676

June 19, 2017

Dear Students and Parents,

As the year draws to a close, we want to wish everyone a happy, fun and safe summer and let you know how excited we are for the 2017-2018 year in high school. All course selections are complete and this information was available to parents on the Parent Portal. If you are unable to review your child's courses for next school year please contact his/her guidance counselor as soon as possible. Schedules will be posted to the Parent Portal as follows:

- Grade 12- August 21<sup>st</sup> at 9:00am
- Grade 11- August 21<sup>st</sup> at 3:00pm
- Grade 10- August 22<sup>nd</sup> at 3:00pm
- Grade 9- August 23<sup>rd</sup> at 3:00pm

Please review schedules carefully and if a correction is needed contact the Guidance office. Counselors will be available throughout the summer (please note that the Guidance office will be closed from July 17<sup>th</sup> – August 4<sup>th</sup>).

Both of our high schools have worked diligently to balance our classes in an effort to provide the best educational environment for our students. To ensure this, schedule changes will only be considered for the following reasons:

1. Upgraded schedule. (As always we will accommodate student requests to improve the quality of their academic programs by taking more challenging courses.)
2. A significant academic focus change. (In other words, if a student has changed his/her academic emphasis from Business to Science and is requesting dropping Accounting and Marketing and adding Physics and Math 12, this would be a significant academic focus change.)
3. A significant decline in academic progress during the preceding school year.
4. Failure resolution. (If a student has failed a prerequisite for a particular class, schedule adjustments must be made.)

Schedule change requests should involve a discussion with the student, parent and guidance counselor.

As a point of information for all students and parents, the new class withdrawal procedure as outlined in the guidance handbook is:

“Official withdrawal should take place no later than the end of the sixth full week of the course. Unless a student registers in another class at the time of withdrawal, a W (Withdrawn) will be entered on the student's transcript. Grades accrued will be transferred to the new class. Students who receive permission to withdraw after this six-week time period has passed, will receive a WF (Withdrawn Failing) on their transcript if they had a failing average, or a WP (Withdrawn Passing) if their average is passing (this does not apply to 8th Grade students taking high school courses). All students taking Advanced Placement classes are expected to take the AP examination.”

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

Sincerely,

Anthony J. Mauro, Ed.D.  
Assistant Superintendent For Student Support and Administration