



Sachem Central School District

Patricia Trombetta, Superintendent of Schools

Dear Sachem community,

June 2025

Kevin Miller, Ed.D.
Administrator for
Guidance and College
& Career Counseling
KMiller3@sachem.edu

We would like to provide you some information regarding the schedule of school counselors during the summer. Starting the **week of June 30th**, high school counselors will be available **Tuesdays, Wednesdays, and Thursdays from 7:00 AM to 2:00 PM**. The offices will be closed from **Friday July 18th** through **Monday August 11th**. The high school Guidance offices will reopen on **Tuesday August 12th**.

If you or your child are requesting any changes to their schedule you must contact the Guidance office by no later than **Monday July 7th**. After **July 7th**, schedule change requests will **only be** honored for the following reasons:

- Course failure resolution (a student failed a course in the 2024-2025 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).

Schedules will be available to view on the Parent Portal on **Monday August 25th at 3:00 P.M.**

If students would like to make a schedule change related to one of the reasons listed above, after school begins, **they must follow their assigned schedule for 5 school days**. Only schedule change requests for the reasons listed above will be accommodated starting on **Thursday September 11th, 2025**.

Students are permitted to withdraw from classes, without penalty, for the first 4 weeks of school. If a student chooses to withdraw after the 4-week window, they will receive a **WP (Withdrawn Passing)** or a **WF (Withdrawn Failing)** based on their grades at the time of withdrawal. The last day that students may request to withdraw from class, without penalty, is **Monday October 6th, 2025**.

We will be strictly following these 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

51 School Street
Lake Ronkonkoma,
NY 11779
631.471.1705



#WeAreSachem

www.sachem.edu