

# Cold Spring Harbor Junior-Senior High School

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT  
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Principal  
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August 2, 2013

Dear Parents and Guardians,

I hope this letter finds you and your family enjoying a restful and enjoyable summer as we pass the "halfway mark" to the beginning of the school year. The purpose of this correspondence is to provide you with the information necessary so you may obtain your son/daughter's class schedule for the 2013-2014 school year:

## Accessing Your 2013-2014 Student Schedule

**Schedules will be available on the Parent Portal beginning at 5:00 p.m. on Friday August 30th.** Please note that that these schedules will also list your child's counselor assignment, locker number and combination. You can also visit the Counseling Center page of the Junior-Senior High School website for instructions on accessing student schedules. In addition, a chart listing all available electives can be found here.

## Schedule Change Requests

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 "triaging" these requests by priority order, not on a first come, first serve basis. **Phone calls or e-mails prior to the start of classes on September 9<sup>th</sup> will only slow down the process for everyone**, as counselors will be working to insure that student schedules are as complete and accurate as possible before releasing them online by August 30th.

Counselors will first address course change requests for those schedules that require correcting a missing academic subject class or specific course levels that were not requested by the student. Grade 7 and 8 requests will be handled exclusively by Ms. Pickering. **Students must follow their original schedule until the requested change appears on the portal.** If the requested change cannot be made, the counselor will send an email to the student and parent, which might explain that he or she has been placed on a wait list. **Please note that requests for teacher changes cannot be honored,** nor can those involving a period-for-period switch for the same course.

## Other Important Reminders:

- Senior Parent Meeting: ***The College Application Process*** September 19<sup>th</sup> at 7:00 p.m. in the PAC.  
***Financial Aid Information Night*** follows the senior parent meeting on September 19<sup>th</sup> for **grades 9-12 parents** at 8:00 p.m. in the PAC.
- Please join us on September 10<sup>th</sup> for our first **High School CFA meeting at noon** in the PAC.
- You will be receiving additional correspondence regarding our upcoming **Back to School Nights**; High School on September 26<sup>th</sup> and Junior High School on October 3<sup>rd</sup>.

We are looking forward to the first day of classes on September 9th. Remember, first period starts at 7:45 a.m.!

Sincerely,

*Jay Matuk*  
Principal