



# Sachem Central School District

*Patricia Trombetta, Superintendent of Schools*

January 2025

Dear Sachem community,

Andrew Larson,  
Assistant  
Superintendent for  
Student Support &  
Administration

We would like to provide you with the following information regarding the high school scheduling process and some important deadlines to be aware of. School counselors have been hard at work meeting with students to discuss course options and selections for next school year. We strongly encourage you to utilize the parent portal to review your children's 2025-2026 course selections. All course selections have been entered by their school counselor based on student/parent requests and teacher recommendation. This information is available for all high school parents to view on the Parent Portal on the following timeline:

- **Tuesday April 22<sup>nd</sup>, 2025, through Monday May 5<sup>th</sup>, 2025.**
- If you are unable to review your child's courses or have any questions for next school year, please contact their school counselor as soon as possible.

If you or your child are requesting any changes to their schedule you must contact the Guidance office by no later than **Monday June 2<sup>nd</sup>, 2025**. After June 2<sup>nd</sup>, schedule change requests will only be honored for the following reasons:

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Administrator for  
Guidance and College  
& Career Counseling  
KMiller3@sachem.edu

- 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).

If students should wish 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 these reasons will be accommodated.

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 If a student chooses to withdraw after the 4-week window, they will receive a WP (Withdrawn Passing) or a WF (Withdrawn Failing) on their permanent transcript based on their grades at the time of withdrawal.

We will be strictly following the aforementioned 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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