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#WeAreSachem

# Sachem Central School District

Dear Sachem community,

June 2024

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 7:00 AM to 2:00 PM**. The offices will be closed from **Friday July 19<sup>th</sup> through Monday August 12<sup>th</sup>**. The high school Guidance offices will reopen on **Tuesday August 13<sup>th</sup>**.

The parent portal will be open from **Monday June 17<sup>th</sup> through Sunday June 30<sup>th</sup>** 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 **Monday July 8<sup>th</sup>**. After **July 8<sup>th</sup>**, schedule change requests will **only be** honored for the following reasons:

- Course failure resolution (a student failed a course in the 2023-2024 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 26<sup>th</sup> 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 12<sup>th</sup>, 2024**.

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 If a student chooses to withdraw after the 4-week window, they will receive a **WP (Withdrawn Passing)** or a **WF (Withdrawn Failing)** based on their grades at the time of withdrawal.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 7<sup>th</sup>, 2024**.

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

[www.sachem.edu](http://www.sachem.edu)