



# COMMACK HIGH SCHOOL

Carrie Lipenholtz, *Principal*



Matthew P. Keltos, *Vice Principal*

Eric P. Biagi, *Assistant Principal*

Andrea M. Allen, *Assistant Principal*

Nicole Kreger, *Director of Counseling*

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## Drop-Add Procedure

1. All students are expected to choose courses carefully during the course selection process. Schedules are planned according to student requests and students are expected to abide by their choices.
2. Eligible student- and/or parent-initiated schedule changes will be permitted **only during the following time periods**:
  - The 2<sup>nd</sup> and 3<sup>rd</sup> week of fall semester classes for full year courses, fall courses or spring courses
  - The 2<sup>nd</sup> and 3<sup>rd</sup> week of spring semester classes for spring courses
3. In order to process a change, students must:
  - Submit a Schedule Change Request Form **with parent signature** to the Counseling Center. Forms are available in Homeroom during the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of each semester.
  - Choose a substitute course, if one is available, for each dropped course
4. Final approval of changes is contingent upon the following:
  - The proposed change does not jeopardize graduation
  - The proposed change does not negatively affect prospects of college admission
  - The change requested is logistically possible
5. Changes will not be permitted to:
  - Change teachers
  - Change lunch periods (unless supported by medical documentation)
  - Change to more convenient and/or desirable periods
  - Group friends together in the same class
  - Drop a course for a Study Hall.
6. Changes in a student's placement based on academic concerns that are recommended by administrators, teachers, and/or counselors may occur throughout the school year pending departmental approval.

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**Counselors:** Gabrielle Cardinale, Alyson Catinella, Jacqueline Clark, James Del Giudice, Donald Graham, Ann Iacopelli, Courtney Meyer, Jon Miale, Julie Russo, Heather Tadmor

**BOCES Career/Internship Teacher:** Diane Nelson

**Fax No:** (631) 912-2226

**Web Address:** <http://www.commack.k12.ny.us/CounselingCenter.aspx>