



COMMACK HIGH SCHOOL

An International Baccalaureate School

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Carrie Lipenholtz
Principal

Matthew P. Keltos
Vice Principal

Andrea M. Allen

Eric P. Biagi

Assistant Principals

Nicole Kregler

Director of Counseling

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 2nd and 3rd week of fall semester classes or full year courses
 - The 2nd and 3rd week of spring semester classes for spring courses
 - No schedule changes are permitted during the first full week of classes
3. In order to process a change, students should email their counselor directly:
 - The email should include the reason for the requested change and a substitute course
 - Counselors will respond to all schedule requests in the order they are received
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
 - Drop a course to gain Early Release or Late Arrival
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.