

Commack Middle School

an International Baccalaureate World School

Michael K. Larson

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December 3, 2019

Dear Parent/Guardian of a 6th and/or 7th Grade Student,

We are excited to begin the process of scheduling your child for enrollment into our highly-regarded enrichment program. This program, designed within the Middle Years Programme (MYP) framework, provides our students with real-world experiences within career fields. We began our enrichment program in 2014 when we offered our 8th grade students a choice between 5 courses. Since then, our enrichment program has been expanded into 7th grade, and we are now proud to offer 17 courses.

These courses, which meet every other day for the entire year, are project-based, and include curricula that meet the needs of different learners within the same class. We ask you to make choices based on interest, not necessarily based upon perceived ability. Please review the course descriptions attached to this communication and posted on our website <http://www.commackschools.org/EnrichmentCourses.aspx>. Then select your child's enrichment course using the Infinite Campus Parent Portal following the directions on page two of this communication.

Please note that it is important that you select a primary and an alternate enrichment course. All efforts will be made to accommodate your child's first choice. In some instances, if your child has certain mandated special services, the final schedule may not accommodate an enrichment course. Additionally, alternate courses *may* be utilized should scheduling constraints prevent your child from receiving his or her first choice. Children may select any course; however, our grade 8 students may not repeat a course they have already taken, with the exception of Math and Science Research.

To watch the video overview we showed your child during his/her homeroom class, please visit our website at <http://www.commackschools.org/EnrichmentCourses.aspx>. Instructions to select an enrichment course using the Parent Portal can be found on page two of this communication and are listed on the school announcements page of the parent portal. We respectfully request that selections for your child's 2019-2020 enrichment course be submitted beginning at 8am on Thursday, December 4, 2019 through Friday, December 13, 2019.

If you have any remaining questions or concerns about our enrichment program, please contact your child's school counselor. We thank you in advance for attention to this enrichment course-scheduling request.

Sincerely,

Michael K. Larson

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Principal

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To request an enrichment course for your current 6th or 7th grade child, please:

- Log on to the parent portal
- Click **More** from the menu on the left
- Click **Course Registration**
- Select your current 6th or 7th grade student from the drop down menu at the top right of the screen. (This step is only necessary if you have multiple children in the district.)
- Click **20-21 Commack Middle School**
- Click the blue **Add Course** button
 - All enrichment courses are listed
 - Click the desired **Course** name for a detailed description
 - Add the course by clicking **Add Request**. Or, click the **Add Alternate** button
 - Return to the Add Course screen by clicking **<Back**
- Repeat these steps until you have chosen one **REQUEST (1st choice)** course and one **ALTERNATE** course.

Please know you may edit your requests at any time while our Course Request window is open.

Simply log back on the portal:

Click the requested course and click **Delete Request or Convert to Alternate** or

- Click the alternate course and click **Delete Alternate or Convert to Request**

The window to select an enrichment course for current 6th or 7th grade students will remain open through Friday, December 13, 2019. If your child wants to change his/her request after the window closes, please call the Commack Middle School Counseling Center at 631-858-3535.