



COMMACK HIGH SCHOOL

Carrie Lipenholtz, *Principal*



Matthew P. Keltos, *Vice Principal*
Eric P. Biagi, *Assistant Principal*

Andrea M. Allen, *Assistant Principal*
Nicole Kregler, *Director of Counseling*

December 2022

Dear Parents/Guardians:

Please refer to the information listed below regarding the Scheduling Process for the 2023-2024 school year.

On December 12th – 14th, the counseling staff at the high school will facilitate a **Scheduling Orientation** to all students in grades 9 through 11. Students will receive directions instructing them how to access the 2023-2024 **Commack High School Curriculum Guide** through the Counseling Center website. They will also be given a listing of available electives for the upcoming school year and taught how to request electives through the Infinite Campus Portal. The portal will be open beginning December 21st through January 6th, and we respectfully request that all elective choices, as well as alternate class choices, be entered by this date.

On December 15th and 16th, students will have the opportunity to attend a **Curriculum Fair** in the CHS North Gym to learn more about course offerings from teachers and students. Students will be escorted to the fair by their P.E. teacher.

Beginning January 9, 2023 and continuing through February break, the high school counselors will meet with students individually to discuss next year's courses. During this meeting, students will verify the information submitted through the portal and have the opportunity to discuss academic course selections. Students do not need to make individual appointments, counselors will be meeting with students class by class. Parents/guardians will have the opportunity to review course selections in the Parent Portal after February break, once all scheduling meetings are complete.

Any student or parent/guardian who would like to review the presentations shared at **Academic Pathways Night**, can do so on the Counseling Center website.

Throughout the spring, the high school staff will be working to create the master schedule. Please realize that the courses in the Curriculum Guide are listed on a tentative basis. As the process progresses, counselors will also be meeting with students to resolve scheduling conflicts. Please be advised that for a variety of reasons, including but not limited to low student interest/enrollment, continuity of established programs, and shifts in building needs, not all Commack High School elective courses may run as offered during the course selection process. If a student selects an elective course that does not run, they will be placed in an alternative course of their choosing. By the conclusion of the school year, the master schedule will be completed and schedules will be finalized.

If you have questions regarding the scheduling process or your child's course selections for the 2023-2024 school year, please do not hesitate to contact your child's counselor or visit the Counseling Center website which contains all scheduling related information.

Sincerely,
Nicole Kregler
Director of Counseling

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