

From: Cold Spring Harbor Jr./Sr. High School noreply@csh.k12.ny.us
Subject: CSH Jr./Sr. HS: Information Regarding Schedules
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To: lynettes@mac.com



Cold Spring Harbor Jr./Sr. High School

Good Afternoon-

Later today, you will receive an email indicating that schedules and the A/B day designation will be live on the portal for you to review. Please note that we have done our best to honor parent feedback regarding "day" options, as well as the student schedule requests from the spring.

Errors/Level changes/AP Science changes

This past year, our school counselors and scheduling team spent many months ensuring that the schedules that were made available to you at the end of last year were accurate and reflected all requests made at that time. Counselors will be available on Tuesday, September 1 via virtual sessions, to fix any errors, level change or a request for a swap of AP Science. Please use this [Google form](#) to enter your request. Only errors, level changes (ex. Regents to AP/Honors) and AP Science swaps will be addressed. These changes will not happen face-to-face as they have in years past. Please note that your counselors may be calling via telephone, so you may see an unfamiliar number on your caller ID that could be our counselors.

Please understand that fixing an error (a missing required course or an incorrect course, ex. English 9 when it should be English 10) is the top priority for changes this year. Level change requests for the 2020-2021 school year will likely impact the A/B day designation and may not be able to be

processed. Due to social distancing guidelines for health and safety, we have limited numbers of seats in each room. We will do our best to accommodate level changes or AP science swaps and ask that you please bear with us as we need to verify space in each room based on the A/B day model. If a change is able to be processed, your counselor will reach out with a corrected schedule prior to the start of the school year.

During the first six-day cycle of school all students must follow the schedule available on the portal on August 21, or their corrected schedule once received. No schedule changes will be made during these first six days.

If after the first six-day cycle a student would like to drop a course or add a new elective, we ask that you make an appointment to see your counselor. This will be done via an electronic appointment request which will be on the Counseling Center Web site starting on Tuesday, September 8, the first day of school. Please note that requests for teacher changes cannot be honored, nor can those involving a period-for-period switch for the same course or lunch as we have worked to help balance class sizes.

We are looking forward to seeing everyone in a few weeks. We know that these have been unique times, but together with compassion and understanding we can work through any challenges together.

Thank you!

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82 Turkey Lane, Cold Spring Harbor, NY 11724 (P) 631-367-6900 (F) 631-692-7079

