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**Jennifer J. Quinn, Ed.D.**  
Superintendent of Schools

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Dear High School Students and Parents/Guardians:

On behalf of the faculty and staff at Comsewogue High School, I am excited to welcome you to the 2023-2024 school year! At this time, we respectfully ask that you log onto your student/parent portals to access your child's schedule and locker combination, and keep in mind the following:

- Your child's schedule is broken down into two semesters. The first semester (fall) runs from September through January, and the second semester (spring) runs from February through June.
- Courses that are accompanied by the letter "A" or "B" indicate that the course is offered every other day. Courses identified with both the letters "A" and "B" indicate that the course meets every day.

While every attempt was made to resolve scheduling concerns, it is possible that some issues were not able to be rectified due to scheduling limitations. If requests for schedule changes are needed, please click on the link below and complete the 'Schedule Change Request' form. Please keep in mind that at this time, schedule changes can **NOT** be made to accommodate teacher or lunch period requests, preferences to come to school late or leave early, or for specific classes to be taken during preferred periods. In the event there are special circumstances, please indicate such on the scheduling request form. [Schedule Change Form Link](#)

**Requests for changes at this time can ONLY be made for the following reasons:**

- Missing or insufficient number of courses
- Course conflict or incorrect course(s) listed
- Completion of summer school
- An additional course needed to meet graduation requirements

Scheduling requests will be addressed on a first come first served basis, and students are asked to follow their original schedule until the counselor can determine if the requested change can be made.

As a reminder, students registered in a half year or full year course will only be permitted to withdraw from a class up until the first ten weeks (1<sup>st</sup> Formal Report Card period). Following the first ten weeks, students who choose to withdraw from classes will receive a "W" on their transcript.

Sincerely,

Kitty R. Klein  
District Director of Guidance, K - 12

