



*The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.*

Paul J. Gelinas Junior High School

Corinne Keane, Principal  
William Corrao, Assistant Principal  
**May 2023**

**Re: Grades 8 & 9 Course Verification Process**

Dear Parent(s)/Guardian(s):

Throughout the winter, counselors met with all 7<sup>th</sup> and 8<sup>th</sup> grade students to assist in selecting elective course choices for the 2022-2023 school year. In addition, your child's current academic teachers have carefully considered appropriate course placement of each student. In the event that you are uncertain or unclear of the rationale for your child's placement, please reach out to your child's teacher for clarification. Please login to the portal beginning **Tuesday, May 9<sup>th</sup> at 3p.m.** and review the course list for accuracy. Your child's course registration can be found on the Parent Portal on the left side under "More >Course Registration."

In the event that you believe your child qualifies for placement in a course at a different level, you may appeal the indicated placement. If you would like assistance with your decision or in understanding the appeals process, you may consult with your child's subject area teacher or guidance counselor.

Should you choose to appeal for a change in a course placement, please send an email to [gelinesappeals@3villagescd.org](mailto:gelinesappeals@3villagescd.org) with the following information by **Friday, June 9<sup>th</sup>**:

- State the reason(s) you believe your child's placement should be changed and any additional information which you believe is pertinent to a change in placement.
- We will also consider report cards from previous years.

Each appeal will be carefully reviewed by building administration, and parents will receive an email notification of the school's decision on or before **Friday, June 16<sup>th</sup>**. We trust this process will serve to resolve any placement issues for the 2023-2024 school year. Please review the Program of Study, found on the school website, for course maintenance criteria information.

Please note that your child's placement may change throughout the school year. Adjustments may be made in course level based upon evaluation of your child's academic effort and performance.

Should you wish to change your **child's elective course(s)**, please email the **Gelinas Guidance Office at [gelsched@3villagescd.org](mailto:gelsched@3villagescd.org)** by **Friday, June 9<sup>th</sup>**. Junior High School student schedules, which include course, assigned teachers, class periods, and room numbers, will be posted on the portal on or about **Friday, August 18<sup>th</sup>**.

We offer our best wishes to you for a productive and successful 2022-2023 school year.

Sincerely,

*Corinne Keane*

Corinne Keane  
Principal

William Corrao  
Assistant Principal

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