



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.

**THREE VILLAGE
CENTRAL SCHOOL DISTRICT**

**Nathalie C. Lilavois, Principal
Janine Farinella, Assistant Principal**

WS Mount Elementary School

April 20, 2012

Dear Parents/Guardians,

It's that time of year again when we begin the process of forming classes for the upcoming school year. As a parent you are an important member of the educational team, and we invite you to provide us with information to better understand your child's needs.

Our staff considers each child's academic, social and emotional needs as we form next year's classes. In addition to meeting each child's individual needs we strive to create classes that are balanced academically, behaviorally and socially; keeping in mind class size and boy/girl ratio.

The process involves many variables and incorporates your child's classroom teacher, special area teachers, school specialists and administration. Please keep in mind requests for specific teachers or classmates **will not be considered**. As in the past, any requests for specific teachers will be returned to you. The optional parent input form is reserved for new and/or previously undisclosed information that you want us to consider when placing your child. If you choose to complete the attached **optional** form, **please print clearly and return it in an envelope to the main office marked PARENT INPUT no later than Wednesday May 9, 2012.**

As you are aware, the process of placement is a complex one which requires time and careful review. Once the faculty has given their input, final determinations are made by the building administration over the summer. In late August we will notify you via the Infinite Campus Parent Portal of your child's class placement. This is a web based, student management program that permits parents and students with Internet access to view the students' school calendar, schedule, attendance, NYS assessment and Regent 's scores, major units of study, major assignments, projects and tests, and important event dates.

Each parent or guardian is provided with their own private access to view your children in the Three Village School District. Parents who need to get their initial GUID key number to create their parent portal account can receive one from the Main Office. Photo identification is required to receive access. Parents of older siblings who have forgotten or lost their username and password and have not entered an e-mail address into the Portal can **arrange an appointment** to go to the North Country Learning Center, Office 32. Please e-mail parentportal@3villagecsd.org for an appointment.

Information regarding the opening of the school year will also be provided on our district website, www.threevillagecsd.org. We appreciate your cooperation and support of our efforts in this important process.

Sincerely,

Nathalie C. Lilavois

Nathalie C. Lilavois
Principal

Janine Farinella

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Assistant Principal

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