



*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**

April 21, 2016

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 **optional** electronic form, please follow the instructions carefully and be sure to hit "submit" when you are done. The form contains all the same information as the previously used paper copy. This electronic format will allow us to track your information more effectively and record the information securely in a closed file system. Only the Principal and Assistant to the Principal will have access to the forms. **The input window closes on May 5, 2015** so that accurate reporting and collating can occur in preparation for the placement process. Please understand that we cannot accommodate requests for private meetings pertaining to placement. We will begin the placement process immediately after this date; therefore, input received after May 5<sup>th</sup> may not be considered. The link for the 2017 parent input form is:

<http://goo.gl/forms/2zQKO2gyr7>

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. In the summer, 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](mailto: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](http://www.threevillagecsd.org). Please be sure to check the Setauket School web page regularly for additional updates.

We appreciate your cooperation and support of our efforts in this important process.

Sincerely,

*Nathalie C. Lilavois*  
Principal

*Danielle Flaumenhaft*  
Assistant Principal

Cheryl Pedisich, **Superintendent of Schools**

Jeffrey Carlson, **Assistant Superintendent, Business Services**

Gary Dabrusky, Ed.D., **Assistant Superintendent, Human Resources**

Kevin Scanlon, **Assistant Superintendent, Educational Services**

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