



**THREE VILLAGE
CENTRAL SCHOOL DISTRICT**

Setauket Elementary School

May 9, 2011

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**. Any requests for specific teachers will be returned. Your comments related to your child's placement should be written on the attached form and returned to the main office no later than **Thursday, May 26th**. Please understand we cannot entertain requests for private meetings pertaining to placement. We will begin the placement process immediately after this date and will not accept any forms after this date.

As you are aware, the process of placement is a complex one which requires time and careful review. 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.3villagecsd.k12.ny.us. We appreciate your cooperation and support of our efforts in this important process.

Sincerely,

Robert Harrington
Interim Principal

Kathryn White
Assistant Principal

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Neil Lederer, **Interim Superintendent of Schools**

Assistant Superintendents: Cheryl Pedisich, Educational Services and Pupil Personnel Services ■ Jeffrey Carlson, Business Services ■ Edward F. Sallie, Interim Assistant Superintendent, Human Resources ■ Kenneth Bossert, Curriculum and Instruction

