



**THREE VILLAGE
CENTRAL SCHOOL DISTRICT**

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.

*Mrs. Karen Mizell, Principal
Dr. Deana Rinaldi, Assistant Principal*

April 2020

Dear Setauket Families,

I hope this letter finds you and your family healthy and well. It is during this time that we begin the process of forming classes for the upcoming school year. Class placement is a complex and collaborative process, which we take very seriously. Much consideration is given to each child's academic, social and emotional needs as we form classes for the next year. In addition to meeting each child's individual needs, we also strive to create classes that are balanced academically, behaviorally and socially, while also considering class size and girl/boy ratios.

The class placement process is completed by our team of professionals who know our students best. The team is comprised of your child's current classroom teacher, special area teachers, school specialists and administration. We have a great deal of confidence in our procedures and devote a considerable amount of time to class placement. For this reason, **requests for specific teachers or classmates will not be considered.** We understand and appreciate your concern for your child's educational well-being. In light of the current situation, we will need to alter the manner in which procedures are implemented and streamline the class placement process. Therefore, we will not be using the Parent Input forms this year. If you have input regarding your child's specific learning needs or if you have prior experience with a teacher that you would like to share with us, please communicate this information in writing via email to Mrs. Mizell at kmizell@3villagecsd.org. This information must be submitted by Friday, May 8th to be reviewed and considered by our team. Please understand we cannot entertain requests for private meetings pertaining to placement. We will begin the placement process immediately after this date. Therefore, input received after May 8th may not be able to be considered.

As you are aware, the process of placement is a complex one which requires time and careful review. Over 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.

Additional information regarding the opening of the school year will also be provided on The Setauket Website, http://www.threevillagecsd.org/schools/setauket_elementary.

Thank you in advance for your cooperation and understanding. We appreciate your trust and support as we complete this important process.

Stay well,

Karen Mizell

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Principal

Cheryl Pedisich, **Superintendent of Schools**

Jeffrey Carlson, **Deputy Superintendent**

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

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

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