



**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.

Paul J. Gelinas Middle High School

Corinne Keane, Principal
Jacqueline Cordina, Assistant Principal

June 24, 2025

Dear Entering and Returning Students and Families of Paul J. Gelinas Middle School,

With summer break quickly approaching, I wanted to send out a final reminder about scheduling for the 2025 - 2026 school year. The upcoming week is your last opportunity to review your student's course requests with their guidance counselor. If you have not already done so, please view the course requests by following the directions below.

- Log into the Infinite Campus Parent Portal
- Select **More** on the left hand menu
- Select **Course Requests List**
- This will generate a list of courses, arranged by course number, that your student has requested for next school year.
- Please keep in mind, this is a list of requests. It does not guarantee enrollment in all of these courses.

If you are a parent of a student in our special education program, please keep in mind this process differs as it is driven primarily by the decisions made by the CSE. Please contact your student's case manager if you have any questions about special education scheduling.

Middle school student schedules, which include courses, assigned teachers, class periods, and room numbers, will be posted on the portal **on or about Friday, August 15th**. Once schedules are released to students in August, the District **will only permit schedule changes for the following reasons:**

- An error in the schedule on the District's part
- The student or an immediate family member had a prior experience with the teacher, and there is a documented incident on file.
- Request to replace a study hall with an elective course (pending seat availability)

In order to request a change for one of the reasons listed above, please email gelsched@3villagecsd.org with your student's name, grade and specific information at the scheduling change you are requesting. As I have mentioned

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Dr. Kevin Scanlon, **Superintendent of Schools**
Jeffrey Carlson, **Interim Deputy Superintendent**
Dr. Gary Dabrusky, **Assistant Superintendent, Human Resources**
Dr. Brian Biscari, **Assistant Superintendent, Educational Services**

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previously, in order to ensure the creation of the best possible comprehensive building schedule, **we will no longer accept Level Change Requests after June 30th.** Rest assured that if your student finds themselves in a course next year that is too challenging, they will have the ability to work with their counselor to find a more appropriate alternative.

For all incoming students to Paul J. Gelinas Middle School, the new student walk-through will be scheduled for **Tuesday, August 26th** with more details to follow. This is an opportunity for your student to tour the building and walk through their new schedule. Please make every effort to have your child attend the event, so they can acclimate themselves to Gelinas Middle School.

2025 Level Change Request Windows	
Window 1 February 10th - April 30th	<ul style="list-style-type: none">Parents must contact teachers to make a level change request
Window 2 May 1st - June 30th	<ul style="list-style-type: none">Parents must contact the Department Director or Chairperson via email at Gelinasappeals@3villagecsd.org to provide a detailed level change request
Window CLOSED July 1st	<ul style="list-style-type: none">Level change requests for the 2025-2026 school year will no longer be accepted from this point forward

If you have any questions about the scheduling process, please don't hesitate to contact your student's guidance counselor by the end of this week. I hope this information is helpful to both you and your student. I look forward to working with you in the upcoming school year.

Wishing you a relaxing and enjoyable summer!

Sincerely,



Corinne Keane
Principal
Paul J. Gelinas Middle School

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