

LONGWOOD HIGH SCHOOL

Melissa M. Conlon

**Assistant Principal
Grade Reporting Office**

February 17, 2022

Dear Parents/Guardians:

Longwood Central School District is constantly striving to improve practices to ensure that students are College and Career Ready. Again this year, in an effort to align the course selection process with college and university practices, Longwood High School will continue its implementation of On-Line Scheduling. We are including our incoming ninth grade students, who will select their courses using PowerSchool with the assistance of the Longwood Junior High School counselors and technology staff.

Beginning February 28th through March 4th, students will be able to use the Parent Portal to select their courses for the 2022-2023 school year. Sustaining the practice of On-Line Scheduling will allow Longwood High School students to gain back a full day of instruction, improve practices to better support the District's goal of moving toward paperless communications and provide children with the opportunity to engage in a course selection process that genuinely reflects post-secondary practices.

If your child does not have access to the Internet from home, Longwood High School counselors will be offering after-school computer lab sessions for students in room **1211 from February 28th through March 3rd from 1:45 PM until 2:45 PM**. In order to provide support for students and their parent(s)/guardian(s), the high school counselors will offer an evening computer lab session in room **1102 from 7:00 – 8:00 PM on Wednesday, March 2nd. Parents/guardians of both high school and grade eight junior high school students must call the Counseling Center at 345-9227 or 345-9237 to arrange for an appointment if planning to attend the march 2nd evening session.** To further assist parents/guardians and students, the Grade Reporting Office has created a tutorial that will be accessible from **Ms. Conlon's webpage** at http://lshs.longwood.k12.ny.us/administration/melissa_conlon__assistant_principal . ***This tutorial should be viewed prior to utilizing the On-Line Scheduler, as it offers important tips and hints to assist you in the process.***

If you have any questions or concerns regarding the On-Line Scheduling process, or if you encounter any difficulties, please feel free to contact your child's counselor. The high school will **not** be mailing home Course Verification forms for parent/guardian signature, as your child's course selections will be visible via the Parent Portal. Selection of a course or program does not guarantee enrollment. Once the academic year is in session, students will have ten school days to drop and/or add classes.

We are very excited to continue to use this new tool and we hope that the On-Line Scheduling process will prove beneficial as we prepare your child for college and a career. Thank you for your attention to this important matter.

Sincerely,

Melissa M. Conlon

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Assistant Principal