

Dear Parents and Guardians:

I hope this email finds you rested and relaxed. You can now view your student's tentative schedule for the 2019-2020 school year in [Genesis](#). Please note, teacher names will not be released until after August 15th. If your child has not already done so, they should begin their summer assignments and reading, where applicable.

- Summer Assignments can be found [here](#).
- Summer Reading can be found [here](#).

The school counselors worked diligently this June to provide students with the elective courses they selected during the parent conferences/individual meetings in the spring. In some circumstances, students were unable to be scheduled for their top course choices; in those instances students were placed in their subsequent selections.

Schedule changes will be occurring between July 16th and August 15th on Tuesdays, Wednesdays, and Thursdays when a counselor will be staffed in the office, by appointment only. The schedule change procedures are detailed in the [Program of Studies 2019-2020](#).

As a reminder, the only applicable reasons for a schedule change over the summer are as follows:

- The correction of a clerical error in the schedule (*missing a core course, two study halls*).
- A recommendation from the Child Study Team.
- A student wishing to eliminate a study hall and take an additional course, which does not entail the dropping of any other courses.
- A student wishing to eliminate an elective to take a study hall.
- A student wishing to switch into a course with a required summer assignment. (*Only applicable between July 16 and August 15*)
- A request to change the level of a scheduled course (*A Course Override Form must be sent to the main office if a student is interested in leveling up in a course and was not recommended for it*).

We understand that students may have had a change of heart pertaining to their selection of electives since the April 12th deadline. For these situations, students will have an opportunity to request a different elective between September 17th and 26th. Please understand that requests are dependent upon availability.

If you would like to request a schedule change for any of the bulleted reasons, please complete this [Schedule Change Request Form](#). Counselors will review requests and update schedules when applicable and when possible during the days mentioned above. If it is necessary to meet with the student and parent to make a schedule adjustment, the parent will be contacted to schedule a time to meet with a counselor. Please understand that counselors will be meeting with students throughout

the summer, so If you wish to meet with a counselor, please request an appointment by filling out the [Schedule Change Request Form](#). For all non-scheduling counseling needs throughout the summer, please email Mrs. Gadaleta at jgadaleta@veronaschools.org.

We hope that you and your family have a nice summer and we look forward to seeing you soon.

Sincerely,
Jennifer Gadaleta
Lead Counselor
Verona High School