



## Cicero-North Syracuse High School

*Jamie Sullivan*  
*Executive Principal*  
6002 Route 31  
Cicero, New York 13039  
[jsulliva5@nscsd.org](mailto:jsulliva5@nscsd.org)  
(315) 218-4002  
Fax (315) 218-4185

August 2022

Dear Parents/Guardians:

Student schedules will go live on School Tool on August 25. Counselors have worked diligently to make sure students received the classes they asked for and, in some cases, counselors used the student's chosen back-up course to make sure everyone has a full schedule. Please keep in mind that students must be enrolled in six (6) classes, plus Physical Education every semester. Once school begins, students must remain in their scheduled courses for four (4) days, which is the full letter day cycle.

Schedule change requests are **ONLY APPROVED** for the following reasons:

- Computer Error
- Incorrect Course Level
- Drop Study Hall/Add Course
- Change resulting from pass/fail in summer school or passing/failing the previous school year
- Change of courses due to change in future plans

### DEADLINES TO DROP A COURSE

- 5 Weeks - Full Year Course (October 7, 2022)
- 2 Weeks - 1<sup>st</sup> Semester Course (September 16, 2022)
- 2 Weeks - 2<sup>nd</sup> Semester Course (February 10, 2023)
- Level Changes – Are teacher initiated and happen between the 5<sup>th</sup> and 10<sup>th</sup> week (October 7 – November 10, 2022). Student needs to have put in their best effort.

Schedule change requests will be **DENIED** for the following reasons:

- Teacher Change (unless student had a documented issue)
- Block Change
- Requests to be in another class with friends

If you find errors as indicated above, please contact the Counseling Office to correct those issues. The Counselor's contact information can be found on the back of this sheet. We are looking forward to a successful and positive 2022-2023 school year.

Sincerely,

Cicero-North Syracuse High School Counseling Department