



PORT JEFFERSON SCHOOL DISTRICT
EARL L. VANDERMEULEN HIGH SCHOOL
350 OLD POST ROAD
PORT JEFFERSON, NY 11777
PHONE (631)791-4400 FAX (631)476-4408



Jessica Schmettan
Superintendent of Schools

John Ruggero
Building Principal

January 2024

Dear Parents/Guardian,

We would like to take this opportunity to inform you of the timeline for scheduling students for classes for the 2024-25 school year. Below you will see a list of dates for the scheduling process; every effort will be made to assist students with making decisions to enroll in challenging and appropriate coursework. Courses should be selected carefully as it may be difficult to make changes once the master schedule is finalized.

Events	Date
Navigating High School (8th Grade Parents only): The high school counselors will provide parents with an overview of the high school experience and share information regarding scheduling, career and college planning, diploma requirements and extra curricular activities. The presentation will take place at 6:30 p.m. in the high school auditorium.	Thursday 1/18/2024
Teacher Recommendation Day (grades 9-11 only): Teachers will meet with their students in their classroom to recommend core courses for next year based on the student’s academic performance to date and the prerequisites identified in <i>The Chart</i> .	Wednesday 1/31/2024 Thursday 2/1/2024
Elective Selections: A Google form will be emailed to all students grade 8 - 11 on January 29. Students should select the elective courses that they are interested in taking for the following year. This Google form must be submitted by February 2, 2024.	Week of Jan. 29, 2024
Counselor/Student meetings: Counselors will meet individually with each student to review their overall program and verify course requests.	Weeks of 2/5/2024 and 2/12/24
Course requests will be available via Parent Portal in late March: This is an opportunity to review the student’s requests and contact the Guidance Office with any concerns. If you require additional information about teacher recommendations, please contact the classroom teacher directly.	Late March
Counselors will resolve scheduling conflicts: Some courses may not run due to low enrollment or a request may not fit into a student’s schedule. The counselors will meet individually with students (and/or parents) to make schedule adjustments.	June

Final Schedule for 2024-2025: The finalized schedule including the period and teacher for each class will be posted via Parent Portal. Scheduling concerns may be addressed by contacting the HS Guidance Office in August. Appointments may be scheduled by calling 791-4458 between 8 a.m. and 2 p.m. during the month of August.

August 2024

Should you have any questions or concerns, please feel free to contact the Guidance Office at 791-4458.

Sincerely,

Mr. John Ruggero
HS Principal

Mr. Brian Walker
MS Principal