

GREAT NECK SOUTH MIDDLE SCHOOL

349 Lakeville Rd.

Great Neck, New York 11020

516-441-4600

**James R. Welsch, Ed. D.**  
*Principal*

**Gina Cartolano, Ed. D.**  
*Assistant Principal*

**Gerald Cozine**  
*Assistant Principal*

January 18, 2012

Dear Parents,

As we move into the second half of this school year, we are already planning for the 2012-13 school year. The placement of your child into classes for next year is a process of great importance to us. Our goal is to create balanced classes and teams. This balance will provide every child with an equal opportunity to flourish both academically and socially.

For this reason, parent requests for particular teachers are not honored. Often, at the beginning of the school year, parents request a schedule change for their child. The number of requested schedule changes has averaged over seventy-five (75) each year over the past three years. Obviously, we cannot honor requests for schedule changes. If you wish to inform us of your child's particular needs, please describe them in writing to me, no later than March 30, 2012. Also, if you would like to **“de-request” a teacher because of a previous experience with an older child**, along with the dates when your older child had that particular teacher or if you want to **de-request one of your child's current teachers**, please put that in writing as well. **Over the course of the summer, staff changes are sometimes made that move a teacher from one grade level to the next. Please keep this in mind when considering whether or not to send a de-request letter.** Finally, if you would prefer that your child not be in the same class as another child, or want to request that your child be placed with another child, please let me know that as well. De-request letters and letters requesting that children be separated or grouped together are also due to me by **March 30, 2012**.

**Please note that “de-request” letters received after March 30, 2012 will not be honored; only “de-requests” received by March 30, 2012 will be considered. We will do our best to honor your requests, but we cannot guarantee that every request will be honored. Finally, once student schedules are distributed at the beginning of the 2012-13 school year, no schedule changes will be made.**

**If you send me a “de-request” letter, I will send you an acknowledgement that I received your letter. If you don't receive an acknowledgement letter back, please contact me. If you email me, I'll send you a confirming email in return indicating that I've received your email.** I will send you another email in February and again in early March with the same information. It will also be available electronically on our schools website. Thank you for your continued support of our school.

Sincerely yours,

James R. Welsch, Ed. D.

Principal