

January 9, 2026

Dear Students and Families,

As we usher in the new year, Roslyn High School is planning for the 2026–2027 scheduling process, which will begin in late January. Student schedules are key to establishing a successful and productive high school year. Below you will find important information on our school's scheduling protocols to help prepare you for this process.

Teacher Recommendations and Course Level Selection

Our faculty have made course recommendations designed to guide students toward their best-fit schedules, balancing academic rigor with manageable workloads. We encourage students to carefully consider and follow their teachers' course recommendations. If a student wishes to request a course that they were not recommended for, the [Self-Selection Form](#) must be completed and submitted to the Counseling Center during the student's individual scheduling meeting.

When considering course levels (e.g., AP, Research Honors, Honors, Regents), please note that each advancement in level represents a significant increase in workload and expectations. Students should weigh their course level choices against their overall academic load and extracurricular commitments. When selecting courses, families should thoroughly review the [Roslyn High School Course Catalog](#), which outlines course descriptions, expectations, and elective offerings. Electives are listed in this [document](#) for easy reference.

Submitting Course Requests and Course Verifications

All course requests will be submitted via the [Google Form for Grade Level] and are due no later than January 20, 2026. Students will be able to edit their form responses up until the January 20 deadline.

During the weeks of January 26 and February 2, students will meet one-on-one with their school counselor during their Social Studies class. At that time, all self-selection forms should be finalized, and students will review their course requests to ensure selections are accurate and appropriate.

Students will receive course verification sheets on February 24, 2026, providing a summary of the courses they have selected for the 2026–27 school year. Students and families should review this information carefully and report any errors to the Counseling Center by March 6, 2026.

Accurate course requests during this process are essential. Each year, Roslyn High School works to build a master schedule that reflects student preferences, academic needs, equity, staffing, and access to

opportunity. In recent years, we have processed more than 1,000 schedule changes annually. While we remain committed to supporting students whenever possible, the volume of changes after schedules are built creates significant challenges and limits flexibility for all students.

As a result of these circumstances, please note that we can only guarantee placement in courses that are requested on your student's initial Google Form submission. While we will make every reasonable effort to accommodate changes after the spring scheduling period, all adjustments after March 2026 will be limited by class size caps, staffing constraints, and established scheduling guidelines and timelines.

Additional Guidance When Choosing Course Levels

If a student is undecided between two course levels, we recommend requesting the higher-level course on the Google Form submission. There is typically greater flexibility to move from an AP or Honors course into a Regents-level course once the school year begins, should the workload prove too demanding. Conversely, moving into a more rigorous course after schedules are finalized and the school year is underway is often far more difficult. Please feel free to contact our staff with any questions or concerns:

For questions about...	Contact...
<i>Which level course would be right for you/your student next year</i>	Current Subject Teacher
<i>Sequence and pathways of electives</i>	Course Catalog or Department Chairperson
<i>Curricular offerings in a specific course/level</i>	Course Catalog or Department Chairperson
<i>General questions about the scheduling process</i>	Counseling Center

Thank you in advance for your partnership throughout the scheduling process. Thoughtful and timely course selection allows us to best support our students and build a schedule that serves the entire Roslyn High School community.

All our best,

Dave Lazarus, Ed.D.
Principal, Roslyn High School

Tanya Baptiste

Director of Guidance and Counseling K-12, Roslyn School District

Jessica Graf

Assistant Principal, Roslyn High School