

**LYNBROOK HIGH SCHOOL**  
**2023-2024 Schedule Change Request Procedures**

The PowerSchool Parent Portal will open on **Friday, August 4th, 2023, at 12:00 pm.** Student schedules will be available to view on the HS Parent Portal at that time.

All requests for schedule changes are to be made via e-mail only. A dedicated e-mail address has been set up to receive all schedule change requests. *Please do not e-mail your counselor.* All schedule change e-mails must be sent to:

[lhs.scheduling@lynbrookschools.org](mailto:lhs.scheduling@lynbrookschools.org)

All requests for course changes must contain the following information:

- Student name and grade
- Name of Guidance Counselor
- Course(s) to be dropped
- Course(s) to be added
- Parent name
- Telephone #

In order to accommodate the academic needs of all students, the following schedule change requests **will not** be honored:

- Change to start of day or end of day
- Lunch period change
- Teacher change

Please be sure to include **student name, grade, and counselor name** in the subject line of the e-mail to [lhs.scheduling@lynbrookschools.org](mailto:lhs.scheduling@lynbrookschools.org)

Beginning the last week of August, schedule change requests will be addressed in the order in which they are received. Your guidance counselor will call you when the new schedule is ready.