



THE NEW YORK CITY DEPARTMENT OF EDUCATION  
**Stuyvesant High School**  
345 Chambers Street, New York, NY 10282-1099  
Telephone: (212) 312-4800 Facsimile: (212) 587-3874

January 24, 2024

Dear Students,

Spring Term 2024 programs are being released to students on January 25, 2024, on [Talos](#). Student programs are set and were developed to allow students to meet and progress through the graduation and Stuyvesant endorsement requirements. Please read the following information carefully for the opportunity to submit a program change request *prior* to the start of the first day of the Spring Term, which starts on Tuesday, January 30, 2024.

Students will have the opportunity to submit **ONE** program change request and the submission must be made by the designated deadline listed below. **Please keep in mind a submission for a program change request does not guarantee the request will result in a program change.** The submission is a *request only* and dependent on several factors, including, but not limited to, graduation and Stuyvesant endorsement requirements, AP limits and prerequisites, seat availability, IEP/504 services, and mandated instructional periods and courses/labs.

Please note, program change requests will be reviewed starting on Monday, January 29, so possible changes will not occur immediately. Therefore, students should follow their program in [Talos](#) until any/if changes are made and/or notified.

Be sure to review this entire message carefully (and the [FAQ](#)) as we provide more information for what **qualifies** as one program change request along with how and when to submit a program change request. [Talos](#) is the portal where you may submit a program change request, which will be available to different groups of students at different times indicated below:

| <b>Cohort</b>         | <b>Start Time/Date for Program Change Requests</b> | <b>Deadline</b>                      |
|-----------------------|--|--------------------------------------|
| Seniors               | 3:00 PM<br>Thursday, January 25, 2024              | 10:00 AM<br>Monday, January 29, 2024 |
| Juniors               | 6:00 PM<br>Thursday, January 25, 2024              | 10:00 AM<br>Monday, January 29, 2024 |
| Sophomores & Freshmen | 9:00 PM<br>Thursday, January 25, 2024              | 10:00 AM<br>Monday, January 29, 2024 |



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### PROGRAM CHANGE REQUEST GUIDELINES (Please Read Carefully):

- **You will be limited to ONLY one program change request.** In your one program change request submission, you may need to drop multiple classes and/or add multiple classes. Please be aware that the more actions you are requesting on your ONE request, the less likely it will get approved or even processed because of multiple waitlists and potential conflicts (please see [FAQ](#)).
- A program change request submission must be accompanied with a **justification** for the request (a request without justification will be automatically denied). Your justification allows for School Counselors and/or Department Chairs/Assistant Principals to easily identify the purpose of your request, which will inform their decision in either approving or denying the request, or perhaps devising an alternative. **The highest priority for a program change request will be to ensure a student has a program that fulfills NYSED graduation requirements and the Stuyvesant endorsement.**

Please note, all program change requests on the basis of the following reasons will be **denied**:

- Teacher preference
  - Period preference. Examples include, but are not limited to:
    - Travel distance from home
    - Requests to arrive late/leave early
    - Changes to lunch period
  - Undocumented health issues
  - Classroom location
  - Requests to reverse previously requested program change
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- Counselors and Department Chairs/Assistant Principals have the option in [Talos](#) to leave messages for you upon approving a request and will leave a message/reason when denying a request not listed above. Be sure to review the types of program requests that will be denied as outlined above.
  - **Since program change requests are to be *exclusively* handled through [Talos](#), and messages are being posted and reviewed through Talos; extraneous emails will slow down the process of program changes--do not email the Department Chairs, school counselors, or Program Office with program change requests.** Therefore, upon submitting a request, please wait patiently until the request has been handled.
  - Completed Spring Term Programs are expected to be finalized on [Talos](#) no later than on **Monday, February 5, 2024**, and any additional changes will occur only if there are errors.

### DIRECTIONS FOR SUBMITTING PROGRAM CHANGE REQUESTS:

1. Login to [Talos](#)



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2. Make sure you are in the **2023-2024 school year, Term 2** in the upper right corner (not visible on a smartphone) to see your Spring Term Schedule
3. Click on the “Program Management Portal”
4. Click “Create Change” located on the right
5. Click the corresponding “Drop” button to drop a course
6. Find the requested course in the search area in the lower left and then click, “Add Course” to your schedule. Talos will prevent you from submitting an impossible schedule through red warning dialogues after clicking “Add Course”

**NOTE:** Use the [Spring 2023-2024 Elective Grid and Course List](#) to review courses available

Upon generating the request, [Talos](#) will notify the appropriate School Counselor and Department Chair/Assistant Principal for review and approval/denial. Please refer to the [FAQ](#) to understand the overall program change request process.

The Program Office will be updating the [FAQ](#) as needed.

Sincerely,  
Stuyvesant High School