

## Parents: where should you direct your questions?

YOUR CONCERN	WHO TO CONTACT	HOW TO CONTACT
<b>YOUR CHILD'S ACADEMIC PROGRESS</b>	<ul style="list-style-type: none"> <li>In K-4, contact child's classroom teacher</li> <li>In 5-12, contact the subject teacher</li> </ul> <p>The teacher will determine whether to involve the Assistant Principal and/or Guidance.</p>	<p>Email to teacher, or handwritten note sent via student's backpack.</p> <p>See the <a href="#">Faculty &amp; Staff Directory</a> on nestmk12.net for a list of teacher email addresses.</p>
<b>YOUR CHILD'S SOCIAL OR EMOTIONAL DEVELOPMENT</b>  <b>(CONFLICT WITH ANOTHER CHILD, CHANGE IN BEHAVIOR, ETC)</b>	<p>First, contact child's teacher then, if necessary, Guidance Counselor.</p> <ul style="list-style-type: none"> <li>K-5 Guidance: Sarah Liogys</li> <li>6-8 Guidance: Melissa Chen</li> <li>9 &amp; 10 Guidance: Katherine Silva</li> <li>11 &amp; 12 Guidance: Stephanie Glickman</li> </ul>	<p>Email to teacher, or handwritten note via student's backpack.</p> <p>See the <a href="#">Faculty &amp; Staff Directory</a> on nestmk12.net for a list of Faculty and Guidance Counselor email addresses.</p>
<b>YOUR CHILD'S IEP OR SUPPORT SERVICES</b>	Contact Ms Tessa Derfner, AP Special Education K-12	Email <a href="mailto:TDerfner@schools.nyc.gov">TDerfner@schools.nyc.gov</a> or visit <a href="https://nestmk12.net/contact-us-2/504-accommodation-requests/">https://nestmk12.net/contact-us-2/504-accommodation-requests/</a>
<b>CHILD'S LEARNING EXPERIENCE &amp; CLASSROOM ACTIVITIES</b>	Contact homeroom teacher/subject teacher, or guidance counselor.	Email or handwritten note to teacher or guidance counselor.
<b>SCHOOL'S LEADERSHIP TEAM</b>	School Leadership Team (SLT)	Email the committee at <a href="mailto:slt@nestmpta.org">slt@nestmpta.org</a> or visit the <a href="#">NYC DOE website</a> .
<b>YOUR CHILD'S ATTENDANCE</b>	Contact child's homeroom teacher and the Attendance Secretary. Three or more days absent will require a doctor's note.	Email to teacher and cc: to Attendance Secretary, Marcy Duran at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a> .
<b>YOUR CHILD WILL BE PICKED UP EARLY, BEFORE 2:40PM</b>	Contact child's homeroom teacher via email or handwritten note. An authorized adult listed on the blue card must visit the Main Office to sign the child out.	Email to teacher and cc: to Attendance Secretary, Marcy Duran at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a> .
<b>PTA ACTIVITIES (VOLUNTEERING, FUNDRAISING, COMMUNITY EVENTS)</b>	Contact the PTA via email or stop by the PTA Office in Room 253.	Email <a href="mailto:executivecommittee@nestmpta.org">executivecommittee@nestmpta.org</a>
<b>MEDICAL CONCERNS</b>	Contact the School Nurse	Call the Medical Office at 212 677-5190 x2572
<b>BUS TRANSPORTATION</b>	<p>For public bus concerns, contact the Attendance Secretary, Marcy Duran at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a>.</p> <p>For private bus concerns, contact your bus coordinator or matron.</p>	<p>Email Marcy Duran at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a> or call the Office of Pupil Transportation at (718) 392-8855.</p> <p>Visit the <a href="#">PTA website</a> for a list of private bus coordinators.</p>
<b>SCHOOL POLICIES &amp; DOE REGULATIONS</b>	Visit <a href="https://nestmk12.net/school-reports-regulations/">https://nestmk12.net/school-reports-regulations/</a>	Questions? Email Lisa Seale Cruz at <a href="mailto:lisasealecruz@nestmk12.net">lisasealecruz@nestmk12.net</a>
<b>REPORT A LOST METROCARD</b>	Visit the Main Office and add student's name to the list; a replacement will be available the next school day.	Visit the Attendance Secretary, Marcy Duran, in the Main Office.
<b>GET A NEW STUDENT ID</b>	Visit Room 228A and add the student's name to the list. A replacement takes 2 school days.	To pick up the ID, visit Room 228A on Wednesdays or Fridays between 2-3pm.
<b>GET A COPY OF STUDENT'S REPORT CARD OR TRANSCRIPT</b>	Report cards are sent home with students at the end of each term. If this copy is misplaced, contact your child's Guidance Counselor to request a copy.	Email the child's Guidance Counselor. See the <a href="#">Faculty &amp; Staff Directory</a> on nestmk12.net for a list of Guidance Counselor email addresses.
<b>CHANGE CONTACT INFORMATION INCLUDING MAILING ADDRESS, PHONE OR EMAIL ADDRESS</b>	<p>Visit Pupil Accounting Secretary, Eileen Braccia, in the Main Office.</p> <p>Email Pupil Accounting Secretary, Eileen Braccia at <a href="mailto:EBraccia@schools.nyc.gov">EBraccia@schools.nyc.gov</a> or Parent Coordinator <a href="mailto:lisasealecruz@nestmk12.net">lisasealecruz@nestmk12.net</a></p>	<p>In order to make mailing address changes to the "blue cards", visit the Main Office with 2 proofs of address.</p> <p>Also provide email, phone number or address changes to the PTA by emailing <a href="mailto:vpdatamanagement@nestmpta.org">vpdatamanagement@nestmpta.org</a>.</p>
<b>RETRIEVE A LOST ITEM</b>	<p>Visit the Lost &amp; Found alcove located near the Columbia St. entrance.</p> <p>If you have lost a valuable item, such as a cell phone, wallet, keys, glasses or jewelry, contact our Business Manager.</p>	<p>Items found in common areas are placed in the Lost &amp; Found. A few times per year, unclaimed items are cleared and donated to charity.</p> <p>Email Julie Longmuir at <a href="mailto:JLongmuir@schools.nyc.gov">JLongmuir@schools.nyc.gov</a>.</p>
<b>SIGN UP OR GET HELP WITH PUPILPATH OR NYC SCHOOLS ACCOUNTS</b>	Contact Parent Coordinator, Lisa Seale Cruz.	Email Lisa Seale Cruz at <a href="mailto:lisasealecruz@nestmk12.net">lisasealecruz@nestmk12.net</a>
<b>RECEIVE PRINCIPAL'S NEWSLETTER OR eNOTES</b>		NYC Schools Account: Dial 311 PupilPath Help Desk: 866 817-0726

*If your concern is not listed, just ask Lisa at [lisasealecruz@nestmk12.net](mailto:lisasealecruz@nestmk12.net)!*