

YOUR CONCERN	WHO TO CONTACT	HOW TO CONTACT
YOUR CHILD’S ACADEMIC PROGRESS	<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>	Email to teacher, or handwritten note sent via student’s backpack.  See the <a href="#">Faculty &amp; Staff Directory</a> for a list of teacher email addresses.
YOUR CHILD’S SOCIAL OR EMOTIONAL DEVELOPMENT  (CONFLICT WITH ANOTHER CHILD, CHANGE IN BEHAVIOR, ETC)	First, contact your child’s teacher then, if necessary, Guidance Counselor. <ul style="list-style-type: none"><li>K-5 Guidance: Sarah Liogys</li><li>6-8 Guidance: Melissa Chen</li><li>9&amp;11 Guidance: Stephanie Glickman</li><li>10&amp;12 Guidance: Katherine Silva</li><li>K-12 Social Worker: Lexi Rubenstein</li></ul>	Email to teacher, or handwritten note via student’s backpack.  See the <a href="#">Faculty &amp; Staff Directory</a> on nestmk12.net for a list of Faculty and Guidance Counselor email addresses.
INDIVIDUALIZED EDUCATION PLANS OR 504 ACCOMMODATIONS	Contact Ms Tessa Derfner, AP Special Education K-12	Email <a href="mailto:TDerfner@schools.nyc.gov">TDerfner@schools.nyc.gov</a> or visit our <a href="#">Special Education</a> webpage or <a href="#">request 504 Accommodations</a>
CHILD’S LEARNING EXPERIENCE & CLASSROOM ACTIVITIES	Contact homeroom teacher/subject teacher, or guidance counselor.	Email or handwritten note to teacher or guidance counselor.
SCHOOL’S LEADERSHIP TEAM	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> .
SCHOOL CALENDAR	Visit <a href="#">Calendar webpage</a> for a list of school events, A/B Calendar, bell schedule, etc.	Questions? Email <a href="mailto:pc@nestmk12.net">pc@nestmk12.net</a>
AFTERSCHOOL PROGRAMS	K-8 Visit <a href="#">Afterschool</a> 9-12 Visit <a href="#">Athletics</a> & <a href="#">Clubs</a>	Contact program directors listed.
YOUR CHILD’S ATTENDANCE	Fill out <a href="#">School Dismissal Manager</a> (SDM) if your child will be absent or late. Three or more days absent <a href="#">will require a doctor’s note</a> . See Attendance on the <a href="#">NYC Schools</a> account.	Email to teacher and fill out <a href="#">School Dismissal Manager</a> (SDM). The Attendance Secretary will update the student’s attendance record. Alert private bus matrons if a student is absent.
YOUR CHILD WILL BE PICKED UP EARLY, BEFORE 2:35PM	Contact the child’s teacher via email or <a href="#">School Dismissal Manager</a> . <b>An authorized adult listed on the blue card must visit the Main Office to sign the child out.</b>	Email to teacher and cc: to Attendance Secretary, Marcy Duran at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a> .
PTA ACTIVITIES (VOLUNTEERING, FUNDRAISING, COMMUNITY EVENTS)	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>
MEDICAL CONCERNS	Contact the School Nurse	Call the Nurse’s Office at 212 677-5190 x2572
BUS TRANSPORTATION & OMNY CARDS	<b>Public bus concerns</b> , contact the Attendance Secretary, Marcy Duran at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a> .  <b>Private bus concerns</b> , contact your bus coordinator or matron.	Email the Transportation Secretary at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a> or call the Office of Pupil Transportation at (718) 392-8855.  Visit the <a href="#">PTA website</a> for a list of private bus coordinators.
SCHOOL POLICIES & DOE REGULATIONS	Visit school <a href="#">Policies &amp; Regulations</a> . See our <a href="#">Forms &amp; FAQs</a> for more help.	Questions? Email Parent Coordinator at <a href="mailto:pc@nestmk12.net">pc@nestmk12.net</a>
REPORT A LOST OMNY CARD	Visit the Main Office and add the student’s name to the Lost/Damaged OMNY card Logbook.	The Transportation Secretary will replace the OMNY card in 2 school days. Pick up in Main Office.
GET A NEW STUDENT ID	Fill out the <a href="#">ID Card Replacement Request</a> Form, and visit the Main Office to pick it up.	To pick up the ID, visit the Main Office during school hours.
GET A COPY OF STUDENT’S REPORT CARD OR TRANSCRIPT	Report cards can be accessed on <a href="#">NYC Schools</a> account after the Term ends.  Request your <a href="#">high school transcript</a> .	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.
CHANGE CONTACT INFORMATION ON STUDENT “BLUE CARD”	Visit the Pupil Accounting Secretary in the Main Office.  Email Pupil Accounting at <a href="mailto:records@nestmk12.net">records@nestmk12.net</a> to request the letter. Provide student name and OSIS. State the reason for the letter: benefits, housing, IRS.	In order to make mailing address changes to the “blue cards”, visit the Main Office with 2 proofs of address and the <a href="#">Housing Questionnaire</a> completed.
REQUEST FACE-TO-FACE VERIFICATION LETTER		
RETRIEVE A LOST ITEM	Visit the Lost & Found located in the Lobby. Valuable items (cell phone, wallet, keys, glasses or jewelry) visit Room 248.	Items found in common areas are placed in the Lost & Found. A few times per year, unclaimed items are cleared and donated to charity.
NYC SCHOOLS ACCOUNT: SIGN UP OR GET HELP	Fill out the <a href="#">Tech Support</a> form if you need a sign up code. Use the “forgot password” link to reset password.  See <a href="#">this webpage</a> for previous issues. See <a href="#">News on our school website</a> homepage.	Email Parent Coordinator at <a href="mailto:pc@nestmk12.net">pc@nestmk12.net</a>  Log into your <a href="#">NYC Schools account</a> and <a href="#">PTA Connect</a> add/change your email address in both systems. Fill out the <a href="#">Tech Support</a> form if you need a sign up code.
RECEIVE PRINCIPAL’S UPDATES & NEST+m NEWS		

*If your concern is not listed, please email [pc@nestmk12.net](mailto:pc@nestmk12.net)!*