

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; 12 Guidance: Stephanie Glickman</li> <li>10 &amp; 11 Guidance: Katherine Silva</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 INDIVIDUAL EDUCATION PLAN (IEP) OR REQUEST 504 ACCOMMODATIONS</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 our <a href="#">Special Education</a> webpage or <a href="#">request 504 Accommodations</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>SCHOOL CALENDAR</b>	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>
<b>AFTERSCHOOL PROGRAMS</b>	K-8 Visit <a href="#">After3</a> 6-8 Visit <a href="#">SONYC</a>	After3 Email <a href="mailto:after3nyc@gmail.com">after3nyc@gmail.com</a> SONYC Email <a href="mailto:nestmsonyc@gmail.com">nestmsonyc@gmail.com</a>
<b>YOUR CHILD'S ATTENDANCE</b>	Contact Attendance Secretary. Three or more days absent will require a doctor's note. See Attendance on the <a href="#">NYC Schools</a> account.	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 212 677-5190x2572
<b>BUS TRANSPORTATION</b>	<p>For <b>public bus concerns</b>, contact the Attendance Secretary, Marcy Duran at <a href="mailto:MDuran22@schools.nyc.gov">MDuran22@schools.nyc.gov</a>.</p> <p>For <b>private bus concerns</b>, contact your bus coordinator or matron.</p>	<p>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.</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 school <a href="#">Policies &amp; Regulations</a>	Questions? Email Parent Coordinator at <a href="mailto:pc@nestmk12.net">pc@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 248 and add the student's name to the list. A replacement takes 2 days.	To pick up the ID, visit Room 248 from 12:30-1:30pm, Mon-Fri.
<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>	Visit Pupil Accounting Secretary, Eileen Braccia, in the Main Office.	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.
<b>REQUEST FACE-TO-FACE LETTER</b>	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:pc@nestmk12.net">pc@nestmk12.net</a>	Also provide email, phone number or address changes to the PTA by emailing <a href="mailto:vdatamanagement@nestmpta.org">vdatamanagement@nestmpta.org</a> .
<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 in Room 248.</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 ACCOUNT</b>	Contact Parent Coordinator to get PupilPath or NYC Schools sign up code. Use the "forgot password" link to reset password.	Email Parent Coordinator at <a href="mailto:pc@nestmk12.net">pc@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, please email [pc@nestmk12.net](mailto:pc@nestmk12.net)!*