

**If → Then**

IF	THEN
You need to contact a teacher...	Use the teacher's ms447.org email. View the <a href="#">staff directory</a> .
My child has a fever...	Do not send your child to school.
My child has a doctor's note for an absence or lateness...	Bring or send in the note to the main office, or email the Miriam Diaz, Pupil Secretary ( <a href="mailto:mdiaz@ms447.org">mdiaz@ms447.org</a> ). It will be coded as a medical absence, but still "counts" as an absence.
I need a copy of my child's transcript or report card	Send a request to Miriam Diaz, Pupil Secretary ( <a href="mailto:mdiaz@ms447.org">mdiaz@ms447.org</a> ). Please allow a few days for her to process the request.
I am having trouble logging into my nyc schools account	Contact Amy Sirot, Parent Coordinator ( <a href="mailto:asirot@ms447.org">asirot@ms447.org</a> )
I'd like to have a meeting with a teacher	Email the teacher
My child's teacher recommended that they go to office hours	Please support your child! Office Hours are an excellent way for students to get a little extra time or help.
My child seems to need some extra help	Contact your child's grade level counselor/social worker, or the teacher directly. <ul style="list-style-type: none"> <li>• Gr 6: Lisa Bell (<a href="mailto:lbell@ms447.org">lbell@ms447.org</a>)</li> <li>• Gr 7: Stacey Billups (<a href="mailto:sbillups@ms447.org">sbillups@ms447.org</a>)</li> <li>• Gr 8: Star Corvinelli (<a href="mailto:scorvinelli@ms447.org">scorvinelli@ms447.org</a>)</li> </ul>
My child usually rides the bus but wants to stay for office hours	They will need an alternate way to get home.
My child needs a supply or clothing item that I cannot buy	Contact Amy Sirot, Parent Coordinator ( <a href="mailto:asirot@ms447.org">asirot@ms447.org</a> )
My child needs access to a computer, printer, or internet access	Contact Amy Sirot, Parent Coordinator ( <a href="mailto:asirot@ms447.org">asirot@ms447.org</a> )
I need an interpreter to be able to	Contact Amy Sirot, Parent Coordinator

communicate with someone at school.	(asirot@ms447.org)
My child is injured and should not participate in PE or other physical activities	Please send a doctor's note to the child's pack leader and to Doug Geneen (PE teacher) at dgeneen@ms447.org.
My child is late to school	Your child must check in at the main office when they arrive. If you know your child will be late, contact the pack leader and Miriam Diaz, Pupil Secretary ( <a href="mailto:mdiaz@ms447.org">mdiaz@ms447.org</a> ).
My child is bringing in a permission slip or payment for a trip	Bring it to the teacher listed on the permission slip, or to the main office.
I need to speak to my child during the school day	Call the main office (718-330-9328) and we will get you on the phone with your child.
My child needs to speak to me during the day	They should go to the main office (Room 340) and call you from the landline.
My child wears an smart watch	It must be in the Yondr pouch for the day.
My child's phone was confiscated during the day	If it is the first time, they will get it back at the end of the day and you will be notified. If it is not the first time, a parent/guardian will need to pick the phone up at school.
My child needs to take medication during the day	You need to fill out the medication administration form and bring it in with the medication for the nurse. Please read the instructions on the DOE website <a href="#">HERE</a> .
My child becomes sick during the day and goes to the nurse	The nurse will contact you. If they need to be picked up, a parent/guardian will need to come to the main office (340) and sign them out.
I want to know if my child will be off-site for Exploration	Exploration teachers communicate regularly with families about upcoming trips, and put out a trip calendar in advance.