

Reason	Contact Person	Contact Info	Additional Resources or Instructions	Department
Report your child's absence	Ms. Taveras	718-817-7683 ext 2541 ktaveras21@charter.newvisions.org		Main Office
Request an early dismissal	Ms. Taveras	718-817-7683 ext 2541 ktaveras21@charter.newvisions.org		
Metrocard replacement	Ms. Taveras	718-817-7683 ext 2541 ktaveras21@charter.newvisions.org		
Update contact information	Ms. Taveras	718-817-7683 ext 2541 ktaveras21@charter.newvisions.org	If your address has changed please submit proof of address (any utility bill with your name and new address is acceptable)	
Update on classroom grades	(contact the appropriate counselor based on your child's grade)	Ms. Minaya (9th grade counselor) 718-817-7683 ext 1504 yminaya19@charter.newvisions.org Ms. Pandza (10th grade counselor) 718-817-7683 ext 1506 spandza16@charter.newvisions.org Mrs. Bess (11th grade counselor) 718-817-7683 ext 1507 sbess2@charter.newvisions.org Mr. Beard (12th grade counselor) 718-817-7683 ext 1508 sbeard5@charter.newvisions.org	POWERSCHOOL	Counseling
Available Enrichment Opportunities	(contact the appropriate counselor based on your child's grade)	Ms. Minaya (9th grade counselor) 718-817-7683 ext 1504 yminaya19@charter.newvisions.org Ms. Pandza (10th grade counselor) 718-817-7683 ext 1506 spandza16@charter.newvisions.org Mrs. Bess (11th grade counselor) 718-817-7683 ext 1507 sbess2@charter.newvisions.org Mr. Beard (12th grade counselor) 718-817-7683 ext 1508 sbeard5@charter.newvisions.org		
Community Service	(contact the appropriate counselor based on your child's grade)	Ms. Minaya (9th grade counselor) 718-817-7683 ext 1504 yminaya19@charter.newvisions.org Ms. Pandza (10th grade counselor) 718-817-7683 ext 1506 spandza16@charter.newvisions.org Mrs. Bess (11th grade counselor) 718-817-7683 ext 1507 sbess2@charter.newvisions.org Mr. Beard (12th grade counselor) 718-817-7683 ext 1508 sbeard5@charter.newvisions.org		
College Applications	Ms. McHugh	718-817-7683 ext 1505 nmchugh1@charter.newvisions.org		College and Career Counselor
Post-secondary Career Exploration	Ms. McHugh	718-817-7683 ext 1505 nmchugh1@charter.newvisions.org		
FAFSA (Free Application for Federal Student Aid)	Ms. McHugh	718-817-7683 ext 1505 nmchugh1@charter.newvisions.org		
College Trips	Ms. McHugh	718-817-7683 ext 1505 nmchugh1@charter.newvisions.org		
Individualized Education Plan (IEP)	Mr. Kim	718-817-7683 dkim21@charter.newvisions.org		Special Education
Testing Accommodations	Mr. Kim	718-817-7683 dkim21@charter.newvisions.org		
504 Plans	Mr. Kim	718-817-7683 dkim21@charter.newvisions.org		
Join the Family School Organization (FSO) Leadership Cabinet	Ms. Hudson	718-817-7683 ext 1503 shudson31@charter.newvisions.org		Community Engagement and Alumni Relations
Apply for the Parent Leadership Training Institute (PLTI)	Ms. Hudson	718-817-7683 ext 1503 shudson31@charter.newvisions.org	PLTI online application	
Receive PowerSchool Log-in Info	Ms. Hudson	718-817-7683 ext 1503 shudson31@charter.newvisions.org	PowerSchool	
Update Contact Information	Ms. Hudson	718-817-7683 ext 1503 shudson31@charter.newvisions.org	If your address has changed please submit proof of address (any utility bill with your name and new address is acceptable)	
Transcript Request	Ms. Hudson	718-817-7683 ext 1503 shudson31@charter.newvisions.org		Mental Health Counselor
Questions about mandated counseling services	Ms. Lewis	718-817-7683 ext 1201 clewis13@charter.newvisions.org		
Apply to AMS	Mrs. Forde	718-817-7683 ext 1501 fforde7@charter.newvisions.org	APPLY HERE	Recruitment and Enrollment
My child is discharging from the school	Mrs. Forde	718-817-7683 ext 1501 fforde7@charter.newvisions.org		
School uniform questions and vouchers	Mrs. Forde	718-817-7683 ext 1501 fforde7@charter.newvisions.org		Dean
My child was suspended	Ms. Jones	718-817-7683 ext 2441 ajones26@charter.newvisions.org		
My child is being bullied	Ms. Jones	718-817-7683 ext 2441 ajones26@charter.newvisions.org		
List of available 2016 - 2017 AMS Clubs	Dr. Rodgers	718-817-7683 ext 2524 jrodgers26@charter.newvisions.org		After-school Clubs
General campus sport team questions	Mr. Coston ; Campus Athletic Director	ccoston7@charter.newvisions.org		Campus-wide Sports