



The New York City Department of Education

P.S. 135Q: The Bellaire Magnet School of Exploration through the Arts

The School That C.A.R.E.S.
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Diana Graf, Principal

Andrea Mitchell, Assistant Principal
Michael Ramlogan, Assistant Principal
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FACE- TO- FACE LETTERS

If you require a Face-to-Face letter, please understand that you will need to come to school and show your ID to pick up the letter. We are not able to give the letter to a student to bring home, or to another adult. This letter takes 48 hours to generate at the school level.

You have access to Face-to-Face letters via your NYC Schools Account (NYCSA). See below section for information about how to get the information from your NYCSA account. If you need access to your NYCSA account, please contact our Parent Coordinator, Mr. Gonzalez IGonzalez38@schools.nyc.gov.

- Please make every effort to use your NYCSA account before reaching out to us
- When requesting a letter for Face-to-Face, Medicaid, or Food Stamps, you must bring in an official document from the Human Resource Administration (HRA)
- Face-to-Face, Medicaid, Food Stamps, Housing, I.R.S. or other letters certifying that your child is registered at P.S. 135Q take at least 48 hours to process

Use your NYCSA Account for Face-to-Face letters: The faster way to receive this info is:

If an agency does require proof of enrollment or proof of address, a parent/guardian can log into their New York City Schools Account (NYCSA), navigate to the “Details” dropdown and take a screenshot of the “Student” page to present as proof that the student lives at the address and a screenshot of the “Enrollment” page to present as proof of their student’s current attendance/enrollment. A parent/guardian can follow the same process for proof of student enrollment required for other uses. (e.g for tax purposes) Screenshots should be supplemented by a letter on school letterhead with any additional information the parent requests.