

# John Mandracchia-Sawmill Intermediate School

Commack, New York

**Michelle Tancredi-Zott**  
Principal

**New Highway**  
**Commack, New York 11725**

**Evelyn Cárdenas**  
Assistant Principal

MSIS Administration: 631-858-3650  
FAX: 631-858-3656

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Dear Parent/Guardian:

As a parent of a student at the Mandracchia-Sawmill Intermediate School, you have a right to know the professional qualifications of the classroom teacher(s) who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher(s), and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask the following information about each of your child's classroom teacher(s):

- A. Whether the NYS Education Department has licensed or qualified the teacher for the grades and subjects he or she teaches.
- B. Whether the NYS Education Department has decided that the teacher can teach in a classroom without being licensed or qualified under state regulation because of special circumstances.
- C. The teacher's college major and whether the teacher has had any advanced degrees and, if so, the subject of the degree.
- D. Whether any paraprofessionals provide service to your child and, if they do, their qualifications.

Should you wish to exercise your right to obtain the above information about your child's teacher, please contact the District Office in writing at the following address to make your request.

Commack UFSD  
P.O. Box 150  
Commack, New York 11725

Sincerely,

*Michelle Tancredi-Zott*

Michelle Tancredi-Zott  
Principal