

## Annual Parent Notice Right to Request Teacher Qualifications

School: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Dear Parent or Guardian:

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State qualification and licensing criteria for the grade levels and subjects in which the teacher provides instruction;
- b. if state licensing requirements have been waived for the teacher under emergency or other provisional status;
- c. if the teacher is teaching in the field of discipline for which they are certified;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements that apply to the professional discipline in which the teacher is providing English language instruction to English learners and/or special education or related services to students with disabilities; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals and, if so, his/her qualifications.

Our staff is committed to helping your child develop the social, academic and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Thank you for your interest and involvement in your child's education. Sincerely,

\_\_\_\_\_  
Name Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding nondiscrimination policies and to coordinate compliance efforts:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY			
Student ID #:	Date Distributed:		