

District letterhead

Regarding Right to Receive Teacher Information Sample Notification to Parents

Date (At the beginning of each School Year)

Dear Parent:

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?

To request the state qualifications for your child's teacher or instructional aide, please contact name at telephone number.

If you would like more information about this school (or school's name), please feel free to call name at telephone number.

[A signature is not required, but the notification does need to come from the LEA in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

8.2016