Title I-A Parent Notification for Teacher Qualifications

SAMPLE – Use LEA/School letterhead

# Regarding the Right to Receive Teacher InFormation

Date (At the beginning of each School Year)

Dear Parent or Guardian:

Federal law requires that each Title I-A school notify families/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 or guardian of a student attending a school receiving Title I-A funds, you have the right to know:

* Is my child’s teacher licensed to teach the grade(s) and subject(s) assigned?
* What is the college major of my child’s teacher(s)?
* What degree or degrees does my child’s teacher(s) hold?
* To request the state qualifications for any of your child’s teacher(s) and/or paraprofessional(s), please contact the school office*.*
* If you would like more information about the school’s Title I-A program, feel free to contact us.

You will be notified if your child is being taught by a teacher over four or more consecutive weeks who does not meet state licensure requirements for the teaching assignment.

[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.]