Date: August 1, 2021

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the (insert school’s name) would like to inform you that you may request information about the professional qualifications of your student’s teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student’s teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

If you wish to request information concerning your child’s teachers’ qualifications, please contact me, (Insert Principal’s Name), your child’s principal, by phone at (Insert phone number) or by email at (Insert email address).

Thank you for your interest and involvement in your child’s education.

Sincerely,

(Insert Principal’s Name)
Principal

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Office Use Only

Student # Date Distributed

Revised July 1, 2021