

Section B

Draft/Sample – Parent Notification – Right to Know

To: All Parents
From: [Principal Name]
Date: January 24, 2012

As a parent of a student at the [School District Name], you have the right to know the professional qualifications of the classroom teacher(s) who instruct your child. Federal law allows you to ask 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 for the following information about each of your child's classroom teacher(s):

- (a) Whether 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 regulations because of special circumstances.
- (c) The teacher's college major and whether the teacher has 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.

If you would like to receive this information please call [name person], [title], at [phone number].

Thank you.

Section B

Draft/Sample – Parent Notification – Letter
Parent’s Right to Know

January 24, 2012

Dear Parent/Guardian,

I am writing in compliance with provisions of the No Child Left Behind Act of 2001 to inform you that, because your child’s school receive Title I federal funding, you have the right to request information regarding the professional qualification of your child’s classroom teacher(s). Specifically included is your right to know the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and filed of discipline of the certification or degree; and
- Whether your child is provided services by paraprofessionals and, if so, their qualification.

Should you wish to exercise your right to obtain the above information about your child’s teacher please contact the office of the Superintendent of Schools in writing at the following address to make your request.

[Name of Superintendent, Title]
[School District Name]
[Street Address]
[City/town/village, NY Zip]

Should you have any questions concerning the above please do not hesitate to call [phone number].

Sincerely,

[Name, Principal]

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Draft/Sample Parent Notification – Parents Right to Know

NOTIFICATION TO PARENTS

PARENT’S RIGHT TO KNOW

Dear Parents/Guardians:

As per the new Title I legislation, labeled No Child Left Behind, you may request information regarding the professional qualifications of your child’s classroom teacher(s) and paraprofessional staff.

You may request the following information:

- A. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- B. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- C. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- D. Whether the child is provided services by paraprofessionals and, if so, their qualification.

If you would like further information feel free to contact [name] at [telephone number].

Very truly yours,

Principal