

August 6, 2019

Dear School Name Parents,

We are pleased to notify you that in accordance with the *Elementary and Secondary Education Act* (ESEA), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request 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 substitute status.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information or have any questions, please feel free to contact our office at telephone number, and we will be happy to assist you.

Sincerely,

Principal Name