

Sample
Parents Right to Know
Qualifications of Educators
School District Information Form

Dear Parent:

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within XX days.

Sincerely,
Superintendent XXXX

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Parents Right to Know
Educator Qualifications
School Information Form

Dear Parent(s):

This is to inform you that your child _____, is being taught by a teacher who does not meet the definition of “highly qualified” according to federal law called the No Child Left Behind Act. The law requires that all teachers become “highly qualified” by the end of the 2005-2006 school year. If you have any questions about the qualifications of your child’s teacher(s), you may contact the school/district through the following procedures: _____

Sincerely,
Building Principal