

EXAMPLE
Parent Notification
Compliance with Public Law 114-95, Section 1112(e)(1)(A)(i)-(ii)] and
Section 1112(e)(1)(B)(ii)]

To: All Parents or Guardians
From: [Insert school name]
Date: [Insert date]
Subject: Notification to Parents of Teacher/Paraprofessional Qualifications

In accordance with Every Student Succeeds Act (ESSA)/ PARENTS' RIGHT-TO-KNOW, this is a notification from [*insert school name*] to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers and/or paraprofessionals.

The information regarding the professional qualifications of your student's classroom teachers/paraprofessional shall include the following:

- I. If the teacher has met state certification/qualification criteria for the grade level and subject areas taught;
- II. If the teacher is teaching under emergency or other provisional status through which state certification/qualification criteria are waived;
- III. The teacher is assigned in the field of discipline of the certification;
- IV. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

Teachers may meet this requirement if the district is implementing its approved District Innovation teacher certification policy or if the teacher meets the State Certification assignment rules.

If you would like to receive any additional information about any of the above issues, please contact [*insert contact name*] at [*insert telephone number*].