

OYAMA ELEMENTARY SCHOOL

SUGGESTED SAMPLE PARENTAL NOTIFICATION LETTER – FOR PARENTS TO REQUEST THE QUALIFICATIONS OF THEIR CHILD’S TEACHER (TO BE PRINTED ON LOCAL SCHOOL STATIONERY/LETTERHEAD)

Date: Aug/8/23

Dear Mr./Ms. or Mr. and Mrs. _____ (as appropriate):

We are pleased to notify you that in accordance with Every *Student Succeeds Act*, 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 other provisional status through which State qualification or licensing criteria has been waived.
- 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, please feel free to contact Mr./Ms. _____ at (telephone number), and he/she will be happy to assist you.

Sincerely,